

GREGG SHORTHAND

A LIGHT-LINE
PHONOGRAPHY
for the MILLION

By
JOHN ROBERT GREGG

New and Revised Edition

The Gregg Publishing Company

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CONTENTS

	PAGE
PREFACE - - - - -	vii
ABOUT GREGG SHORTHAND - - - - -	ix
A TALK WITH THE BEGINNER - - - - -	xiii
THE ALPHABET OF GREGG SHORTHAND - - - - -	xvi
 FIRST LESSON	
Consonants: K, G, R, L, N, M, T, D, H - - -	1
Vowels: The Circles - - - - -	2
Rules for Joining Circles - - - - -	3
General Exercise - - - - -	4
Simple Word-Signs; Phrase-Writing - - - - -	6
Punctuation, etc.; Reading and Writing Exercises - -	7
 SECOND LESSON	
The Downward Characters: P, B, F, V, Ch, J, Sh -	8
Rule for Joining Circles to Oblique Curves - - -	9
Rule for Placing First Consonant - - - - -	9
General Exercise - - - - -	10
Word-Signs and Phrases - - - - -	12
Reading and Writing Exercises - - - - -	13
 THIRD LESSON	
The O-Hook - - - - -	14
General Exercise - - - - -	14
Rule for Joining O-Hook - - - - -	16
General Exercise - - - - -	16
Word-Signs and Phrases - - - - -	17
Reading and Writing Exercises - - - - -	18
 FOURTH LESSON	
The OO-Hook - - - - -	19
General Exercise - - - - -	19
Rule for Joining OO-Hook - - - - -	20
Review Exercise on Both Hooks - - - - -	21
W and Y - - - - -	21
General Exercise - - - - -	23

	PAGE
Word-Signs and Phrases - - - - -	24
Reading and Writing Exercises - - - - -	25
FIFTH LESSON	
Consonants: S and Th - - - - -	26
Rules for Joining S and Th - - - - -	26
Z and Th (as in <i>breathe</i>) and X Explained - - - - -	28
The Combinations Ng and Nk - - - - -	29
Simple Prefixes and Suffixes - - - - -	29
General Exercise - - - - -	30
Word-Signs and Phrases - - - - -	32
Reading and Writing Exercises - - - - -	33
SIXTH LESSON	
Diphthongs: <i>ū, ow, oi, i</i> - - - - -	34
General Exercise - - - - -	34
Vowel Combinations - - - - -	36
Word-Signs and Phrases - - - - -	37
Reading and Writing Exercises - - - - -	38
SEVENTH LESSON	
Blended Consonants - - - - -	39
<i>Ten, den; tem, dem; ent, end; emt, emd</i> - - - - -	39
General Exercise - - - - -	40
<i>Def, dev, tive; jent, jend, pent, pend</i> - - - - -	41
General Exercise - - - - -	41
<i>Men, mem; ted, ded, det; ses; xes</i> - - - - -	42
General Exercise - - - - -	42
Word-Signs and Phrases - - - - -	43
Reading Exercise - - - - -	44
Writing Exercise - - - - -	45
EIGHTH LESSON	
Rules for Expressing R - - - - -	46
General Exercise - - - - -	47
Rules for the Omission of R - - - - -	49
Word-Signs - - - - -	50
Reading Exercise - - - - -	50
Writing Exercise - - - - -	51
NINTH LESSON	
Review Exercise on Word-Signs - - - - -	52
List of Additional Word-Signs - - - - -	54
Reading Exercise - - - - -	57
Writing Exercise - - - - -	58

CONTENTS

v

TENTH LESSON

	PAGE
Compound Words - - - - -	59
Derivatives, etc. - - - - -	60
General Exercise - - - - -	61
The Abbreviating Principle - - - - -	62
Exercise on Abbreviating Principle - - - - -	64
Days and Months - - - - -	66
Figures, etc. - - - - -	67
Reading Exercise - - - - -	68
Writing Exercise - - - - -	69

ELEVENTH LESSON

Phrase-Writing - - - - -	70
General Exercise - - - - -	71
Word Modifications - - - - -	72
Omission of Words - - - - -	75
General Exercise - - - - -	76
Special Business Phrases - - - - -	78
Reading Exercise - - - - -	78
Writing Exercise - - - - -	79

TWELFTH LESSON

Omission of Vowels - - - - -	80
General Principles - - - - -	82
Omission of Consonants - - - - -	83
General Exercise - - - - -	84
Reading and Writing Exercises - - - - -	87

THIRTEENTH LESSON

Joined Prefixes - - - - -	88
General Exercise - - - - -	90
Compound Joined Prefixes - - - - -	93
Prefixal Abbreviations - - - - -	94
Reading and Writing Exercises - - - - -	95

FOURTEENTH LESSON

The "Tr Principle" - - - - -	96
General Exercise - - - - -	97
Compound Disjoined Prefixes - - - - -	99
Derivatives of Words Ending in "ct" - - - - -	100
Reading Exercise - - - - -	100
Writing Exercise - - - - -	101

FIFTEENTH LESSON		PAGE
Disjoined Prefixes	- - - - -	102
General Exercise	- - - - -	104
Compound Disjoined Prefixes	- - - - -	106
Reading Exercise	- - - - -	107
Writing Exercise	- - - - -	108
SIXTEENTH LESSON		
Joined Suffixes	- - - - -	109
General Exercise	- - - - -	111
Compound Joined Suffixes	- - - - -	114
Reading Exercise	- - - - -	115
Writing Exercise	- - - - -	116
SEVENTEENTH LESSON		
Disjoined Suffixes	- - - - -	117
General Exercise	- - - - -	119
Reading Exercise	- - - - -	121
Writing Exercise	- - - - -	122
EIGHTEENTH LESSON		
Disjoined Suffixes—continued	- - - - -	123
General Exercise	- - - - -	126
Reading Exercise	- - - - -	128
Writing Exercise	- - - - -	129
NINETEENTH LESSON		
Advanced Phrase-Writing	- - - - -	130
Omission of Words	- - - - -	130
Intersection	- - - - -	131
Indication of "ing"	- - - - -	132
Modification of Word Forms	- - - - -	133
Reading Exercise	- - - - -	137
Writing Exercise	- - - - -	138
TWENTIETH LESSON		
Initials	- - - - -	139
States and Territories	- - - - -	140
Principal Cities	- - - - -	141
Points of the Compass, etc	- - - - -	143
General Rules	- - - - -	144
Reading Exercise	- - - - -	147
Writing Exercise	- - - - -	148
SUPPLEMENTARY		
A Short Vocabulary	- - - - -	149
Shorthand as a Means of Mental Culture	- - - - -	153

PREFACE

In the Preface to the first edition of this system, I said:

The endeavor of the author has been to compile a system so simple as to be readily acquired by the humblest capacity and those possessed of little leisure, and yet rapid enough to reproduce verbatim the fastest oratory. In presenting his work to the public he asks for nothing beyond an impartial investigation, and with perfect confidence awaits the result.

The subsequent history of the system has justified the confidence expressed at that time. Gregg Shorthand has demonstrated its superiority to the older systems in simplicity, legibility and speed—and there are to-day nearly a million writers of the system. In beginning the preparation of this edition it was my intention to make some radical changes in the manner of presenting the principles; but in proceeding with the revision I was forced to the conclusion that it would be a mistake to depart materially from the general plan and form of the previous edition. No better evidence of the popularity and success of the previous edition could be given than the fact that, although nearly a million copies of it have been sold, there has been very little demand for revision except requests for the inclusion of those changes and improvements that have been made in the course of the past few years.

This edition, then, retains the general plan and form of the previous edition, but much of the material contained in it is arranged in more logical sequence, and the illustrations are chosen with greater care, with a view to developing quickness in the application of its rules and principles. An attempt has been made to state some of the rules more clearly than was done in the old book, and to put them into language better adapted to the comprehension of young students.

In the system itself few changes have been found necessary or desirable. Some new word-signs and extensions of advanced principles have been introduced, but all of these are in harmony with the fundamental principles of the system. All of them have been subjected to very careful trial in practical work before they have been adopted.

In sending forth this book I desire to express my heartfelt appreciation of the suggestions that have come to me from writers, from reporters and from teachers who are using the system in all parts of the world. These suggestions have been of great service to me in the preparation of this presentation of the system.

JOHN ROBERT GREGG.

NEW YORK, June 17, 1916.

ABOUT GREGG SHORTHAND

HISTORY.—Gregg Shorthand was first published in 1888, in two little paper-covered pamphlets, under the title, "Light-Line Phonography." Five years later a revised and greatly improved edition was published under the title, "Gregg Shorthand." It was not until 1897, however, that the author was able to publish the system in *book* form.

There are few more interesting or inspiring stories of success than the career of Gregg Shorthand in the years that have elapsed since its publication in book form. To-day Gregg Shorthand is the standard shorthand system of America. It is taught in more than seven thousand five hundred schools—that is to say, in more than eighty-five per cent of the schools that teach shorthand. It has been adopted in the public schools of 3900 cities and towns, and has superseded the older systems in a large number of these cities by formal action of Boards of Education.

WINS WORLD'S CHAMPIONSHIP.—In the 1921 contest of the National Shorthand Reporters' Association, Mr. Albert Schneider, a writer of Gregg Shorthand, won the world's championship, defeating the largest number of writers to participate in one of these contests among them three former champions. In the championship tests, consisting of dictations for five minutes each at 200 words a minute literary matter, 240 words a minute jury charge, and 280 words a minute testimony, he made an average percentage of 97.94. Only one other contestant qualified. Mr. Schneider also transcribed the literary matter dictations at 215 and 175 words a minute and established new world records on both of these, tying with Mr. Willard B. Bottome, an official reporter of the Supreme Court of New York City, on the 175 with three errors. In the 215 dictation *he made the highest net speed ever attained in any contest at any speed on matter of this kind*—211.2 words a minute. The extraordinary legibility of Mr. Schneider's notes was shown by the fact that he transcribed five of the highest speed dictations in the time allotted for the three championship dictations. Mr.

Schneider was but twenty years old at the time of the contest, and was the youngest and least experienced writer to win the championship.

OTHER PUBLIC TRIUMPHS.—In 1910 a writer of Gregg Shorthand, Mr. Fred H. Gurtler, won the final contest for the famous Miner Medal, in the Fifth International Shorthand Speed Contest held under the auspices of the Eastern Commercial Teachers' Association. Gregg writers won *first*, *second* and *third* places. All of the Gregg writers qualified—ten of the fourteen writers of other systems failed.

In the 1911 shorthand speed contest of the National Shorthand Reporters' Association, a writer of Gregg Shorthand, Mr. Charles L. Swem (then eighteen years of age), established a world's record for *accuracy* on literary matter at 170 words a minute for five minutes, and with a net speed of 237 words a minute exceeded the previous world's record by ten words a minute on a judge's charge to a jury dictated at 240 words a minute.

In the 1912 speed contest of the National Shorthand Reporters Association, Mr. Swem achieved a net speed of 268 words a minute for five minutes on testimony, and defeated three of the former champions as well as eighteen other contestants—all of them experienced reporters.*

In 1912, in the shorthand contest held at the Business Exhibition, London, a writer of Gregg Shorthand, Mr. Ernest W. Crockett, of Liverpool, won the Junior Shorthand Championship, having *less than one per cent errors in his transcript*.

AWARDED MEDAL OF HONOR AT PANAMA-PACIFIC EXPOSITION.—At the Panama-Pacific International Exposition, in 1915, Gregg Shorthand was awarded the Medal of Honor, the highest award ever granted a system of shorthand by any Exposition and the only award ever granted which was based on the results accomplished by students in a model school conducted under the observation of

*Mr. Swem was Personal Secretary and Official Reporter to President Wilson for eight years. He was twenty years of age when he received the appointment at the White House.

the International Jury of Awards. The Gregg system was selected by the Exposition Authorities for use in the model school of business in the Palace of Education—a school designed to demonstrate the most advanced methods in business education.

PRINCIPLES OF THE SYSTEM.—Needless to say, Gregg Shorthand is a radical departure from the old lines of shorthand construction, for it is only by a radical departure that such marked superiority in results can be accomplished.

The following synopsis will enable the reader to understand the leading features of the system:

(1) NO COMPULSORY THICKENING.—May be written either light or heavy.

(2) WRITTEN ON THE SLOPE OF LONGHAND, thus securing a uniform manual movement.

(3) POSITION WRITING ABOLISHED.—May be written on unruled paper, and in one straight line.

(4) VOWELS AND CONSONANTS ARE JOINED, and follow each other in their natural order.

(5) ANGLES ARE RARE.—Curves predominate.

As in
ordinary
writing

This brief synopsis will suffice to show that the aim of the author has been to adhere to those natural principles which govern ordinary writing. By a practical combination of these elements as a foundation, the system secures to the writer, *with very little practice*, that perfect command of the characters which is productive of the best results, and is only obtained by years of persistent, painstaking practice if the old geometric systems are employed.

TO SUM UP:

EASY TO LEARN.—Gregg Shorthand may be learned in from one-third to one-half the time required by the old systems. The records made by its writers prove this beyond all question.

EASY TO READ. Gregg Shorthand is the most legible shorthand in existence. In the public shorthand speed contests writers

of the system have established the *highest official world's records for accuracy* of transcripts on solid, difficult matter. These records were made in competition with experienced reporters who used the older systems, and in contests conducted by reporters and teachers who wrote such systems. (Full particulars of these contests will be sent by the publishers on application.) Manifestly, the insertion of the vowels, the absence of shading, the elimination of position-writing and the elimination of the minute distinctions of form necessary in the old systems, all contribute to legibility.

EASY TO WRITE.—The easy, natural appearance of the writing in Gregg Shorthand appeals to every impartial investigator. The absence of distinctions between light and heavy characters, the continuous run of the writing along one line, as in longhand, instead of constant changes of position—now *on* the line, then *above* the line, and then, perhaps, *through* or *below* the line—will be noticed at a first glance. Next, the investigator will probably attribute much of the natural, pleasing appearance of the writing to that uniform slant of the writing, with which both hand and eye are familiar. Only those who have had previous experience with shorthand, however, will be able to appreciate fully how much elimination of numerous dots and dashes—minute marks that have to be placed with great precision alongside the strokes—contributes to easy, continuous, effortless writing.

SUPERIOR IN SPEED POSSIBILITIES.—Writers of Gregg Shorthand have demonstrated in public speed contests, under the most trying conditions, that the system has greater speed possibilities than any other system. A boy of nineteen (who began the study of Gregg Shorthand in a night school less than four years previously) established a record of 268 words a minute net for five minutes, defeating three former champions and eighteen other experienced and capable reporters. The contest committee consisted of seven shorthand reporters, all of whom were writers of other systems. When a mere boy can do this, after such a brief experience, there can be no question that this system of shorthand possesses greater speed possibilities than any of the older systems.

A TALK WITH THE BEGINNER

Success in any study depends largely upon the *interest* taken in that particular subject by the student. This being the case, we earnestly hope that you will realize at the very outset that shorthand can be made an intensely fascinating study. Cultivate a love for it. Think of it as the highest form of writing, which is itself the greatest invention of man. Be proud that you can record the language in graceful lines and curves. Aim constantly to acquire artistic skill in executing those lines and curves. You *can*, if you *will*, make the study of shorthand a perfect joy instead of a task. Its possession has been coveted by the wisest of men and women, for it is not only a practical instrument in commercial work, but a much prized and valuable accomplishment and a means of mental culture.

BE THOROUGH.—Skill in anything is attained by repetition; therefore do not shirk the careful, painstaking practice on the elementary forms given in the Manual. Write each outline many times, and aim always at the attainment of ease and exactness in execution.

Your future success depends to a very large extent on the way you do your work now. In order that your progress may be sure and rapid, master each lesson before you proceed with the next.

At first, write slowly and carefully; aim at accuracy rather than speed, but do not *draw* the characters. You must understand at the outset that shorthand must be *written*; but you must also impress upon your mind that whatever you write you must read, hence the necessity for good penmanship. As skill in executing the movements is obtained, the speed may be increased until the forms are written rapidly. Some attention should be given to acquiring a capacity for writing *individual* outlines rapidly without hesitation, and with a free movement of the hand.

Aim to acquire a smooth style of writing; execute each character with an easy, *continuous* motion of the pen, and pass directly to the next without unnecessary movements. A halting, jerky movement is fatal to speed, and may be almost always traced to

indecision, caused by unfamiliarity with the forms. At first carefully analyze the words. To do this it is, of course, necessary for you to think of them in detail; but after you have determined the correct outline, practice it and think of it as a *whole*.

Facility in the use of shorthand depends largely upon the stock of outlines you have at your ready command. Note the use of that word *ready*. This means that you should master all the forms given in the Manual by writing them many times. This will not only impress the forms on your mind so that you will not have any hesitation in recalling them, but will give you facility in writing them. In shorthand it is not sufficient to *know* how to write a word—you must not only know the form but be able to write it quickly. Hence the necessity for much *repetition practice* in writing the forms.

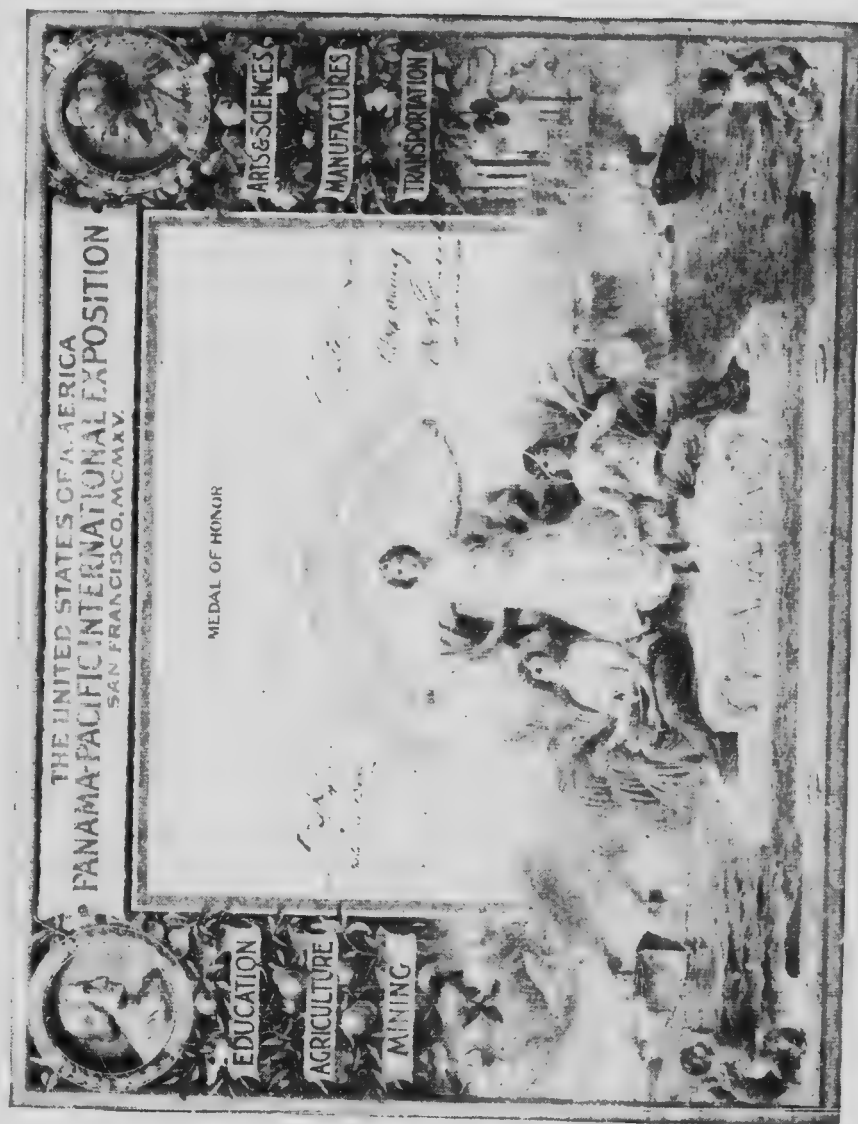
If, in addition to the words given in the Manual, you can add to your stock of outlines other words written under the same principles you will have gained a great deal—will have laid a broader foundation for advanced work which will lessen the time required to attain efficiency.

DEVOTE MUCH TIME TO READING WELL-WRITTEN SHORTHAND.

By doing this you will become not only a fluent reader, but you will enlarge your writing vocabulary. Unconsciously you will imitate in your own work the easy execution of the forms shown in the printed plates. All expert writers have devoted much time to reading shorthand.

In addition to the work outlined in this Manual, we strongly recommend the use of the exercises given each month in the Learners' Department of the *Gregg Writer*. These exercises can be used with great advantage from the very first lesson. Each number contains many helpful suggestions, and a number of shorthand pages that afford valuable exercises in reading and writing for students at all stages of advancement.

DON'T GET DISCOURAGED.—The complete mastery of shorthand and typewriting is worthy of your best efforts, and if you devote yourself earnestly to that work there can be no such thing as failure.



The Alphabet of Gregg Shorthand

CONSONANTS

Written forward:

K G R L N M T D TH
 — — — — — — — — (or)

Written downward:

P B F V CH J S SH
 (/ (/) / (or) /
 H NG NK
 . — —
 (A dot)

VOWELS

A-group

Short \bar{a} as in *cat* \circ
 Medium \bar{a} " " *calm* \circ
 Long \bar{a} " " *came* \circ

O-group

Short \bar{o} as in *hot* \circ
 Medium \bar{aw} " " *audit* \circ
 Long \bar{o} " " *ode* \circ

E-group

Short \bar{i} as in *din* \circ
 Medium \bar{e} " " *den* \circ
 Long \bar{e} " " *dean* \circ

OO-group

Short \bar{u} as in *tuck* \circ
 Medium \bar{oo} " " *took* \circ
 Long \bar{oo} " " *doom* \circ

DIPHTHONGS

Composed
of

\bar{u} \bar{e} - \bar{oo} as in *unit* \circ
 \bar{ow} \bar{a} - \bar{oo} " " *owl* \circ

Composed
of

\bar{o} \bar{aw} - \bar{e} as in *oil* \circ
 \bar{i} \bar{a} - \bar{e} " " *isle* \circ

FIRST LESSON

1. Shorthand is written by *sound*; thus *aim* is written *ām* (long sound of *a*), *cat* is written *kāt*, *knee* is written *nē*.

CONSONANTS

2. The alphabet should be mastered in sections, as given in these lessons. It will be noticed that the consonants are arranged in pairs, according to their affinity of sound, and are distinguished by a difference in length. There is no absolute standard as to length, as the characters, being founded on ordinary writing, vary in size, slant, etc., according to the personal habits of the writer. The size of the characters given in this manual will be a safe standard to adopt. The characters for the consonants in this lesson are derived from an elliptical figure, thus:



K G R L N M T D H



NOTE: All these characters are written *forward* from left to right, and T, D struck *upwards* from the line of writing. The G given in this lesson is called *gay*, being the hard sound as in *game*, *get*, and not the soft sound heard in *gem*, *magic*. The aspirate H is indicated by a dot placed over the vowel. The student should practice all these characters until he can write them without the slightest hesitation.

VOWELS

3. In writing by sound there are twelve distinct vowels, which are arranged in four groups, and three closely related sounds are placed in each group. In this lesson we have the first two groups, which for convenience are named the "A" group and the "E" group.

4. The *short* sound of *a*, as heard in *cat*, *ran*, is expressed by the large circle; the *medium* sound, as heard in *calm*, *ark*, is expressed by the large circle with a dot beneath the circle; the *long* sound, as heard in *ate*, *may*, is expressed by the large circle with a dash beneath the circle.

ă ○ as in mat m ä t —

ä ○ as in calm k ä m —

ā ○ as in gate g ā t —

5. The *short* sound of *i*, as heard in *din*, *rid* (not the long sound of *i*, heard in *dine*, *ride*), is expressed by the small circle; the sound of *e*, as heard in *get*, *net*, is expressed by the small circle with a dot beneath the circle; the *long* sound of *e*, as heard in *me*, *eat*, is expressed by the small circle with a dash beneath the circle.

ī ○ as in knit n ī t —

ē ○ as in net n ē t —

ē ○ as in neat n ē t —

NOTE: The dot and dash are useful to indicate the exact vowel sounds in unfamiliar or in isolated words, but otherwise they are seldom used.


RULES FOR JOINING CIRCLES

6. The circle is written on the *inside of curves*, and on the *outside of angles*.

Inside Curves

eke	ē k		era	ē r a	
key	k ē		rat	r ā t	
ale	a l		take	t ā k	


Outside Angles

team	t ē m		rail	r ā l	
meet	m ē t		gain	g ā n	





7. Before or after straight lines, or between two straight lines running in the same direction, the circle is written forward—as the hands of a clock move.

	<i>Before</i>		<i>After</i>		
aim	ā m		me	m ē	
hat	h ā t		day	d ā	

Between

mean	m ē n		deed	d ē d	
------	-------	---	------	-------	--



























8. Between two reverse curves the circle is turned on the back of the first curve.

kill	k ĩ l		gear	g ē r	
wreck	r ě k		lake	l ā k	

METHOD OF PRACTICE















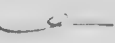



















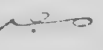





9. The following list of words should now be copied. In doing this, particular attention must be paid to the *sounds* of each word. If the student will repeat the sounds as he writes the word, it will help to impress the forms upon his memory and at the same time familiarize him with the process of note-taking.

GENERAL EXERCISE

knee	n ĕ		tact	t ā k t	
keen	k ĕ n		tray	t r ā	
kick	k ĭ k		train	t r ā n	
ache	ā k		treat	t r ě t	
acre	ā k r		nail	n ā l	
acme	a k m ĕ		tale	t ā l	
neck	n ě k		lay	l ā	
cake	k ā k		deem	d ě m	
ark	ā r k		rim	r ĭ r	
eat	ĕ t		reed	r ě d	
kit	k ĭ t		arid	a r ĭ d	
hit	h ĭ t		rainy	r ā n ĭ	
had	h ā d		hack	h ā k	













FIRST LESSON

5

eddy	ě d ĭ		ill	ī l	
writ	r ī t		hill	h ī l	
came	k ā m		mill	m ī l	
creed	k r ě d		attic	ă t ī k	
cream	k r ě m		tickle	t ī k l	
merry	m ě r ī		ticket	t ī k ě t	
lane	l ā n		trick	t r ī k	
lamb	l ā m		deck	d ě k	
lady	l ā d ī		deacon	d ě k n	
rack	r ā k		decay	d ě k ā	
ready	r ě d ī		reel	r ě l	
maim	m ā m		gray	g r ā	
grim	g r ī m		eag	ĕ g l	
rally	r ā l ī		arena	a r ě n a	
get	g ě t		narrate	n ā r ā t	
rig	r ī g		marine	m a r ě n	
linen	l ī n ě n		hatred	h ā t r ě d	
drama	d r ā m a		camera	k ā m ě r a	
rag	r ā g		tyranny	t ī r a n ī	
lick	l ī k		etiquette	ĕ t ī k ě t	

SIMPLE WORD-SIGNS













10. A large proportion of all written and spoken language is made up of a few simple words. For such words brief forms called word-signs are provided. Those given here should be memorized immediately:

can		in, not		he	
go, good		am, more		I	
are, our		at, it		a, an (dot)	
well, will		would		the (th)	

up

PHRASE-WRITING

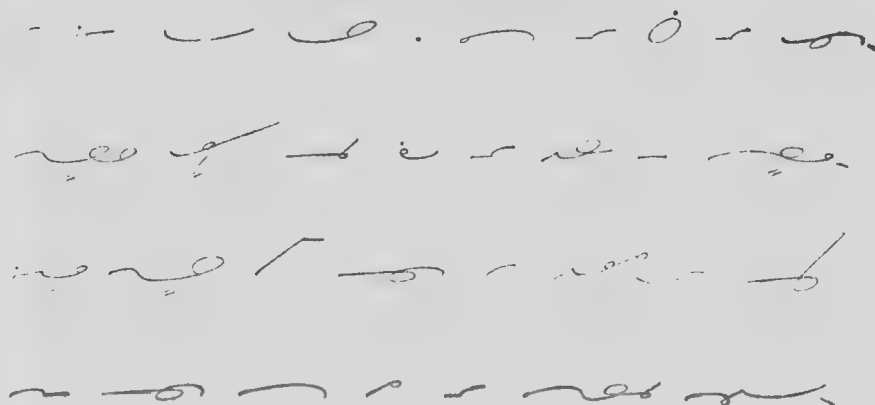
11. The joining of simple words is a great help to speed in writing shorthand, but it is a difficult art to acquire if its acquirement be deferred until the habit has been formed of writing common words separately. The student should, therefore, practice it diligently from the very beginning of his study. For such practice the simple phrases here given will serve as models:

in the		I would		it will not	
I can		I am		I can not	
I will		at the		in our	
would not		it will		can the	

PUNCTUATION, ETC.

12. The *period* is expressed by \cdot , the end of a *paragraph* by $>$, the *dash* by $=$, the *hyphen* by \simeq (two short dashes struck upward), and the *interrogation* by \times . Capitals and proper names may be indicated by two short dashes under the outline. The parentheses may be expressed by the ordinary marks with short dashes through them $()$. Other punctuation marks are written in the usual way.

READING EXERCISE



WRITING EXERCISE


1. Ellen Terry read the drama well.
2. Helen Keller can read in-the dark.
3. The rain will make the day dreary.
4. The enemy may make an attack in-the rear.
5. The League team will meet at-the Arena.

SECOND LESSON

THE DOWNWARD CHARACTERS

13. The characters for the consonants in this lesson are derived from another elliptical figure; thus

P B F V CH J SH



NOTES: All these characters are written downwards. CH is pronounced *chay*, not *see-aitch*; and SH is called *ish*, not *es-aitch*. SH is a mere tick.

The following memory aids will be helpful:



14. In the writing of F, V, a rather vertical inclination is desirable in order that the curve may join easily with other characters. In forming the combinations *fr*, *fl*, it is not necessary to make an angle. The motion is just the same as in writing a part of Y in longhand; thus

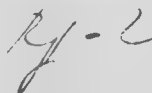






fig	f ī g		free	f r ē	
vain	v ā n		frame	f r ā m	
fail	f ā l		flash	f l ă sh	





15. The circle may assume the form of a loop where more convenient.

dăsh	d ă sh		cheat	ch ē t	
fame	f ā m		lap	l ă p	

16. Between an oblique curve—such as P, B, F, V—and a straight line, the circle is placed on the outside.

palm	p ā m		Dave	d ā v	
beat	b ē t		knave	n ā v	

17. The base of the first consonant of a word rests on the line of writing.

map	m ă p		fetch	f ě ch	
cave	k ā v		chief	ch ē f	

18. The following words illustrate the application of the rules for joining circles to the consonants given in this lesson:

Inside Curves (Par. 6).



Outside Angles (Par. 6).



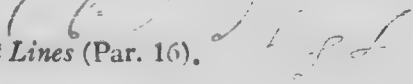
Joined to Straight Lines (Par. 7).



Between Reverse Curves (Par. 8).



Between Oblique Curves and Straight Lines (Par. 16).



GENERAL EXERCISE





































edge	ĕ j	/	jig	j ĭ g	L
able	ā b l	C	apple	ă p l	C
fear	f ĕ r	2	peal	p ĕ l	C
beer	b ĕ r	C	appeal	ă p ĕ l	C
fish	f ĭ sh	/	cheap	ch ĕ p	f
feed	f ĕ d	/	chap	ch ă p	f
play	p l ā	C	beak	b ĕ k	f
cheek	ch ĕ k	f	back	b ă k	L
reap	r ĕ p	f	beam	b ĕ m	f
peep	p ĕ p	f	balm	b ă m	f
Jap	j ă p	f	chain	ch ā n	f
nap	n ă p	f	catch	k ă ch	f
cab	k ă b	f	shake	sh ā k	f
peach	p ĕ ch	f	shame	sh ā m	f
preach	p r ĕ ch	f	bread	b r ě d	C
tab	t ă b	f	bridge	b r ĭ j	f
gem	j ě m	L	shave	sh ā v	f
pale	p ā l	C	fray	f r ā	f
sherry	sh ě r ĭ	C	feel	f ĕ l	2

SECOND LESSON

11

ledge	l ě j		Arab	ă r a b	
allege	ă l ě j		chill	ch ĩ l	
pledge	p l ě j		Jack	j ă k	
nib	n ĩ b		rage	r ā j	
brief	b r ě f		page	p ā j	
chin	ch ĩ n		vague	v ā g	
calf	k ā f		dip	d ĩ p	
rave	r ā v		rich	r ĩ ch	
grave	g r ā v		navy	n ā v ĩ	
shade	sh ā d		cliff	k l ĩ f	
half	h ā f		shaggy	sh ā g ĩ	
badge	b ă j		vim	v ĩ m	
brain	b r ā n		abate	a b ā t	
valid	v ā l ĩ d		heavy	h ě v ĩ	
trap	t r ā p		Java	j ā v a	
crash	k r ā sh		parish	p ā r ĩ sh	
trash	t r ā sh		palate	p ā l a t	
beef	b ě f		flinch	f l ĩ n ch	
brave	b r ā v		beetle	b ě t l	
hitch	h ĩ ch		avail	ă v ā l	

WORD-SIGNS AND PHRASES

put		let, letter	
be, but, by		little	
been, bound		market, Mr.	
before, behalf		reply	
belief, believe		represent	
for		teach	
form, from		check	
have		for the	
change, which		I have	
shall, ship		I have not	
about		in which	
after		I shall	
ever		I shall not	
any		I shall have	
name		from the	
give-n		would be	
gave		in reply	
please		please ship	

NOTE: The rule given in Par. 17 applies to phrases.

READING EXERCISE


- p - - 2. 6 6
 y. p q - 6. 2 2
 L 2 1 1 6 - y. C
 e - y 1 6 1 6
 - 6 1 - e 1 2 2
 1 - q 6 2 6 -
 o (L 2 6 - . - x







 WRITING EXERCISE

1. The maid will-be at-the market every day.
2. Phoebe Cary will teach her French.
3. The team will-be ready for-the match game.
4. Henry came back from-the navy after he had achieved fame.
5. The range in-the kitchen will bake good bread.
6. Jennie will-have the meal ready in about an hour.
7. Please pay for-the ticket in cash for I-can-not take a check.















THIRD LESSON

THE O-HOOK

19. The lower part of the elliptical figure  (called the *o-hook*) represents the short sound of *o*, as heard in *hot*, *top*; the hook with a dot beneath it expresses the sound of *aw*, as in *awe*, *law*; the hook with a short dash beneath it expresses the long sound of *o*, as in *owe*, *no*.








































ō		as in	rot	r ō t	
aw		as in	raw	r aw	
ō		as in	wrote	r ō t	

GENERAL EXERCISE




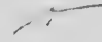


hot	h ō t		Shaw	sh aw	
ought	aw t		shawl	sh aw l	
taught	t aw t		show	sh ō	
odd	ō d		shoal	sh ō l	
nod	n ō d		toad	t ō d	
Maud	m aw d		foe	f ō	
mode	m ō d		foam	f ō m	

THIRD LESSON
















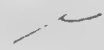










15

loaf	l ō f		paw	p aw	
cope	k ō p		pawn	p aw n	
coach	k ō ch		jaw	j aw	
rod	r ō d		dodge	d ō j	
blow	b l ō		lodge	l ō j	
botch	b ō ch		talk	t aw k	
hobby	h ō b ī		broad	b r aw d	
fraud	f r aw d		dough	d ō	
wrought	r aw t		Jove	j ō v	
dot	d ō t		obey	ō b ā	
ball	b aw l		hope	h ō p	
hog	h ō g		fop	f ō p	
blot	b l ō t		chop	ch ō p	
rogue	r ō g		Paul	p aw l	
pillow	p ī l ō		pole	p ō l	
shallow	sh ā l ō		beau	b ō	
elbow	ē l b ō		arrow	ā r ō	
rope	r ō p		John	j ō n	
polo	p ō l ō		bone	b ō n	
bore	b ō r		motto	m ō t ō	

20. The O-hook is placed on its side *before* N, M, R, L, except when preceded by a downward character, as in *bore, bone, pole, foam, John*.







on	ō n		hall	h a w l	
or	aw r		dome	d ō m	
moan	m ō n		Nome	n ō m	

GENERAL EXERCISE































nor	n a w r		home	h ō m	
orb	aw r b		flown	f l ō n	
own	ō n		knoll	n ō l	
whole	h ō l		drawn	d r a w n	
hollow	h ō l ō		blown	b l ō n	
aroma	a r ō m a		tone	t ō n	
core	k ō r		atone	a t ō n	
known	n ō n		door	d ō r	
roam	r ō m		adore	a d ō r	
roll	r ō l		loan	l ō n	
comb	k ō m		alone	a l ō n	
coal	k ō l		mole	m ō l	
omit	ō m ĩ t		dawn	d a w n	

THIRD LESSON

17

goal	g ō l		holy	h ō l i	
tall	t a w l		Nora	n ō r a	
brawny	b r a w n i		Cora	k ō r a	

WORD-SIGNS AND PHRASES

all		told	
beyond		very	
body		of the	
call		of all	
care		of which	
company, keep		of our	
fall, follow		in favor	
far, favor		in our favor	
friend-ly		on the	
glad		on our	
judge		on which	
most		on which the	
of		in regard	
public, publish		I told	
real, regard		on behalf	

READING EXERCISE


The day before
 we went
 to the
 meeting
 of the
 board
 and

WRITING EXERCISE

1. The team will haul the heavy load of coal.
2. Judge Lodge would-not keep the letter from-the public.
3. He will-pay for-the lot if Mr. Cone will take a check drawn in-our-favor.
4. I-can-not very well follow the form given in-the letter.
5. After the ball game Laura came home in-the launch.
6. The good ship Jane dashed on a rock, but all the people reached the shore.

FOURTH LESSON


THE OO-HOOK

21. The upper part of the small elliptical figure  (called the *oo-hook*) represents the short sound of *u*, heard in *hum*, *dumb* (not the long *u* heard in *use*, which will be given later); the hook with a dot beneath it expresses the sound of *oo*, as in *took*, *foot*; the hook with a short dash beneath it expresses the long *oo*, as in *doom*, *boom*.

ü 


as in tuck

t ü k 

oo 

as in took

t oo k 

oo 

as in tomb

t oo m 

GENERAL EXERCISE

hut h ü t 


doom d oo m 

tug t ü g 

shove sh ü v 

shut sh ü t 

hug h ü g 

shoot sh oo t 








rut r ü t 

to t oo 









shoe sh oo 

do d oo 



















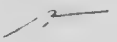

shook sh oo k 

foot	f ōō t		up	ū p	
cuff	k ŭ f		dug	d ŭ g	
hush	h ŭ sh		jug	j ŭ g	
gush	g ŭ sh		fudge	f ŭ j	
honey	h ŭ n ī		huff	h ŭ f	
duck	d ŭ k		pool	p ōō l	
hood	h ōō d		fool	f ōō l	
hook	h ōō k		toot	t ōō t	
dove	d ŭ v		oven	ū v n	
puff	p ŭ f		tough	t ŭ f	
who	h ōō		ruddy	r ŭ d ī	
whom	h ōō m		chuckle	ch ŭ k l	
huddle	h ŭ d l		boom	b ōō m	
tattoo	t ā t ōō		lucky	l ŭ k ī	

22. The OO-hook is always placed on its side *after* N or M; it is also placed on its side *after* K or G *when* followed by R or L.







nun	n ŭ n		mug	m ŭ g	
mud	m ŭ d		mood	m ōō d	
muff	m ŭ f		cool	k ōō l	
moon	m ōō n		gull	g ŭ l	

REVIEW EXERCISE ON BOTH HOOKS

hot	h ò t		loam	l ò m	
hut	h ù t		loom	l òò m	
home	h ò m		rot	r ò t	
hum	h ù m		rut	r ù t	
moan	m ò n		bone	b ò n	
moon	m òò n		boon	b òò n	
mode	m ò d		coach	k ò ch	
mood	m òò d		gush	g ù sh	
dome	d ò m		coal	k ò l	
doom	d òò m		cull	k ù l	







W AND Y

23. When followed by a vowel, W has the sound of òò, as òò-ā-t—*wait*. W is therefore expressed by the oo-hook.





we	w ē		wall	w aw l	
weave	w ē v		woe	w ò	
wait	w ā t		wool	w òò l	

24. In the body of a word it is generally more convenient to express *w* by a horizontal dash under the





vowel, but this dash may often be omitted.

twig	t w ĭ g		equity	ě k w ĭ t ĭ	
twin	t w ĭ n		dwel	d w ě l	
quick	k w ĭ k		headway	h ě d w ā	





25. In words beginning with *a-h* or *a-w*, followed by a vowel, *a* is expressed by a dot placed on the line close to the next character.

ahead	a h ě d		awake	a w ā k	
away	a w ā		ahem	a h ě m	

26. Wh is pronounced *hw*, as *h-w-ē-l* — *wheel*, hence the dot for *h* should be written first.

whit	hw ĭ t		whack	hw ā k	
whig	hw ĭ g		whim	hw ĭ m	







27. Y is equivalent to *ē*, as *ē-ō-r* — *yore*, and is therefore represented by the small circle.

yacht	y ō t		yore	y ō r	
yawn	y aw n		yawl	y aw l	



























NOTE: When the combination *yo* or *yaw* precedes R or L, the hook is not placed on its side.

28. At the beginning of a word *yĭ* or *ye* is expressed by a small loop, and *ya* by a large loop. When neces-

sary to denote the exact shade of vowel sound, the dot or dots placed beneath the loop.

ye	yē		yet	yé t	
yea	yā		yellow	yě l ō	
year	yē r		Yale	yā l	

GENERAL EXERCISE

way	w ā		acquit	ă k w ĭ t	
wave	w ā v		quail	k w ā l	
wade	w ā d		Broadway	b r a w d w ā	
wake	w ā k		roadway	r ō v ā	
wage	w ā j		await	a w ā t	
weed	w ē d		awoke	a w ō k	
widow	w ĭ d ō		wheel	h w ē l	
weep	w ē p		wheat	h w ē t	
walk	w a w k		whip	h w ĭ p	
wash	w ō sh		whiff	h w ĭ f	
watch	w ō ch		yam	y ā m	
wove	w ō v		Yarrow	y ā r ō	
quack	k w ā k		yoke	y ō k	

WORD-SIGNS AND PHRASES

above		of your	
become, book		to you	
could		do you	
full-y		you have	
great		you have not	
look		we have	
move		we have not	
much		you can not	
should		we can not	
sure-ly		we will	
upon		from you	
work		your letter	
world		if you have	
yes		if you will	
you, your		if you can	

W is omitted in the following words:

week		when	
were		what	
where		won-one	

READING EXERCISE


c m - s f e o
 o - s m - l r -
 s h e e y e f
 j - h e e m o -
 p e l e - n e e
 m e y - a b l e
 y e p l e -

WRITING EXERCISE

1. The wheel of-the wagon caught in a rut of-the rough road.
2. The pony ran away but the groom caught him.
3. Edwin should-have told you about-the affair before the letter reached you.
4. You-may do the work in your own way if-you-are sure you-can do it well.
5. The mud in-the road will-reach up to-the hub of-the wagon wheel.

FIFTH LESSON

S AND TH

29. From the small elliptical figure given in the last lesson  two small curves are obtained which are written downwards to express the very common letter S, and upwards to express Th.

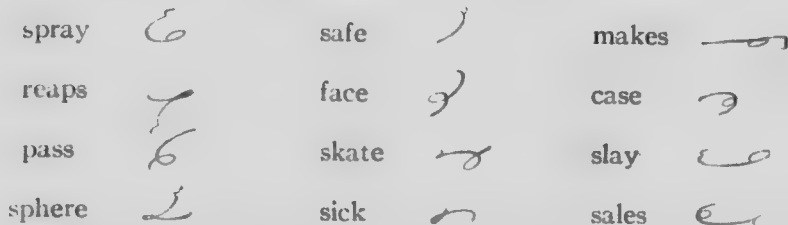


NOTE: It is very important to keep steadily in mind that the curves for S are written *downwards*, while those for TH are written *upwards* and at a greater inclination. The following is a useful memory aid:



RULES FOR JOINING S AND TH

30. When S is joined to a curve, the S is written in the same direction as the curve to which it is joined, thus securing a *uniform movement*. A circle vowel occurring at the joining does not affect the application of this rule.



NOTE: When S precedes a down stroke, the base of the *down stroke* rests on the line.

31. When S is joined to T, D, N, M, the S is used which forms a sharp angle. A circle vowel occurring at the joining does not affect the application of this rule.

stay		odds		smack	
set		days		same	
nets		snow		leans	
said		seen		knees	

32. When S is joined to Sh, Ch, J, the S is used which is written with the clockwise movement—called the "comma S."

sash		sage		chess	
------	--	------	--	-------	--







33. In words consisting of S or Th, or both, and a circle vowel, S or Th should be written with the clockwise movement.

<i>Circle and S</i>	<i>Circle and Th</i>	<i>Combinations</i>
as	heath	these
see	hath	sees
essay	thee	Seth

34. The clockwise Th is given the preference, but when joined to O, R, L, the other form is used.

thick	though	moth
theme	throw	earth
doth	athlete	health







50 35. In words beginning with *so*, the "comma S" is used.

so		soul		soap	
sorrow		sofa		sod	

36. The combination *us* is written without an angle at the beginning of words, or when it follows a down stroke or K, G.







us		fuss		gracious	
bus		gust		vicious	

37. Z is represented by the sign for S, but an oblique dash marks the distinction in isolated words. If necessary, the Th heard in *breathe* may be distinguished from the sound heard in *breath* in the same manner.







so		face		breat'	
size		phase		breathe	

NOTE: The sound of *zh*, heard in *azure*, *rouge*, *garage*, may be distinguished from *sh* by the oblique dash, but this is necessary only where it is desired to mark the precise sounds of foreign words.

38. The letter X may be expressed at the end, or in the body of words, (but not at the beginning), by a slight modification of the curve for S, as shown in the following examples:










mix		cox		tax	
box		fix		lax	

39. The sound of Ng, heard in *long*, is expressed by N written in a slightly downward direction; and Nk (which is sounded *ngk*, as *rang-k—rank*) by a longer sign.










rang		sing		king	
rank		sink		kink	

SIMPLE PREFIXES AND SUFFIXES

40. The prefixes *con*, *com*, *coun* are expressed by K, and the vowel is omitted in the prefixes *en*, *in*, *un*, *em*, *im* when the prefix is followed by a *consonant*. The prefix *ex* is expressed by *es*.

condole		infancy		impress	
convey		envy		extol	
compass		emboss		explode	

41. The suffix *ing* or *thing* is expressed by a dot placed beneath or close to the preceding letter; *ings* is expressed by S in the same place, the S being written contrary to the hands-of-a-clock movement.

being		singing		anything	
doing		making		sayings	
ringing		everything		readings	

42. The suffix *ly* is expressed by the small circle, and *ily*, *ally* by a loop.

only		calmly		prettily	
early		readily		totally	

43. The suffix *tion*, *sion* (*shun*) is expressed by SH.

nation		session		action	
oration		motion		fashion	

GENERAL EXERCISE

se		guess		link	
seem		chase		throat	
save		sleepy		both	
sap		serene		booth	
solemn		steel		gang	
scratch		stray		thief	
scream		city		death	
scrip		snake		swear	
score		smash		switch	
hymns		smith		sweet	
miss		fasten		swim	

NOTE: When *sw* is followed by T, D, N, or M, the *w* is expressed by the hook.

FIFTH LESSON

31

trace		salad		loath	
terrace		threat		thud	
shoes		throne		preface	
shows		myth		spring	
husky		wrong		condone	
dusky		acid		complex	
hustle		bath		concave	
audacious		wing		combat	
zealous		zero		county	
efface		siege		enrich	
ethics		thus		infamous	
hasty		suffix		unfit	
sabre		elixir		relation	
saucy		applause		expression	
essays		stab		invasion	
Jessie		sedate		shipping	
sprain		theft		feelings	
elapse		sashes		thickly	
story		sober		brutally	
sparrow		plank		craftily	

WORD-SIGNS AND PHRASES

ask	h	than, then	l
business	/	that	o
cause, because	h	their, there	l
course	h	them	l
desire	/	they	o
else, list	h	thing, think	l
inclose	h	this	o
instan ^t - _{ce}	h	those	l
is, his	,	was	e
long	h	is the	h
must	h	is this	h
next	h	is there	h
other	h	there is	h
receive	h	this is	h
some	h	in these	h
soon	h	for that	h
speak, speech	/	he was	e
state	h	there was	h
such	/	in such	h

READING EXERCISE

[illegible]









WRITING EXERCISE

1. The book of essays by John Burroughs was-given a long notice in-the papers.
2. I-think that such a motion was made early in-the session.
3. I-shall-not wait for a letter from Mr. King as-the book is on-the press.
4. We-inclose a list of things which we-shall need very soon.
5. The speech by Nicholas Murray Butler was on-the ethics of teaching.

SIXTH LESSON













DIPHTHONGS
















44. A pure diphthong is the union in one syllable of two simple vowels uttered in rapid succession. The diphthongs are therefore expressed by joining the circles and hooks representing the vowels of which they are composed.

ū		as in	fume	f ū m	
ow		as in	now	n ow	
oi		as in	oil	oi l	
ī		as in	die	d ī	

NOTE: The diphthong ū is a combination of ē and ōō; ow, of ū and ōō; oi, of aw and ē. The sign for the diphthong ī is a large circle with an indentation — resembling a combination of ā and ē, which, if uttered in rapid succession, yield a sound almost equivalent to i. This sign for ī is generally called "the broken circle."

GENERAL EXERCISE

hue	h ū		fine	f ī n	
feud	f ū d		huge	h ū j	
cow	k ow		mute	m ū t	
toy	t oi		bough	b ow	
annoy	a n oi		Hoyle	h oi l	
sky	s k ī		try	t r ī	

unique	ū n ē k		thy	th ī	
ounce	ow n s		humid	h ū m ī d	
toil	t oi l		sigh	s ī	
ripe	r ī p		scout	s k ow t	
youth	ū th		Nile	n ī l	
thou	th ow		vow	v ow	
mine	m ī n		price	p r ī s	
Roy	r oi		rhyme	r ī m	
cue	k ū		apply	ā p l ī	
guide	g ī d		tile	t ī l	
alloy	ā l oi		comply	com p l ī	
chime	ch ī m		invite	in v ī t	
adjoin	a j oi n		enjoy	en j oi	
fight	f ī t		impugn	im p ū n	
mouth	m ow th		exude	ex ū d	
noise	n oi s		mightily	m ī t ī ly	

NOTES: (a) The rules governing the joining of the circles apply to the diphthong ī. In the words *Nile*, *tile*, for instance, the sign is placed outside the angle, as is done in *nail*, *tail*.

(b) In some words it will be found unnecessary to write the line through the large circle to express the diphthong. For example, it is sufficient to write *mat* for *might*, as "it *mat* (might) be," and *ma* for *my*, as "in *ma* (my) opinion," etc. Other common examples are: *life*, *quite*, *lively*.

VOWEL COMBINATIONS

45. Consecutive vowels which do not form a pure diphthong are joined in their natural order.

Leo	l ē ō		olio	ō l i ō	
Owen	ō ě n		cameo	k ă m ě ō	
Noah	n ō a		snowy	s n ō i	

NOTE: When long ō is followed by a small circle, as in *Owen*, (ō ě n), the dash is usually placed beneath the hook.

46. Any vowel following the diphthong *i* is expressed by the small circle within the large circle.

via	v i a		lion	l i ũ n	
fiat	f i ā t		science	s i ě n s	
dial	d i a l		iota	ō t a	

NOTE: When *io* begins a word it is written (as in *iota*, given above) with the same movement as *o* in longhand, which it resembles in appearance.

47. Where necessary, short *i* followed by *a* as in *mania*, is expressed by the large circle with a *dot* placed within it; and *e* followed by any large circle vowel sound by the large circle with a *dash* within it. These distinctions are seldom necessary.

mania	m ā n i ā		Olympia	ol i m p i ā	
medial	med i ā l		ammonia	ā m ō n i ā	
create	kr ē ā t		Lydia	l i d i ā	

48. There are a few words in which there are no consonants. In such words the dot for the aspirate, or the marks distinguishing the vowel sounds, should be used.

ah!		who		ye	
awe		hue, hew		yea	
owe, oh!		hay		woe	
hoe		high		woo	

WORD-SIGNS AND PHRASES

allow		point, appoint		I find	
behind		right, write		wire	
find		side		please wire	
how, out		use		please write	
kind		usual-ly, wish		write me	
light		while		your kind letter	
like		why		on this side	
new		wife		I would like	

SPECIAL BUSINESS PHRASES

Dear Sir		Yours truly		Yours very truly	
Dear Madam		Very truly yours		Yours respectfully	

READING EXERCISE

1. I am a good man
 2. I am a good man
 3. I am a good man
 4. I am a good man
 5. I am a good man
 6. I am a good man
 7. I am a good man
 8. I am a good man
 9. I am a good man
 10. I am a good man

WRITING EXERCISE

1. Julia Marlowe will not play Ophelia this year.
2. If you find that Mr. Boyd is out of the city, please wire me so that I can get other help for you.
3. Please write me fully as to what you do about increasing the price on the lots in Butte.
4. Before we publish the book we must find out about the size of type which you wish us to use.
5. The chimes will ring in the new year.

SEVENTH LESSON

BLENDED CONSONANTS

49. When two straight lines form an obtuse or blunt angle, the natural tendency of the hand is to "slur" the angle and allow the lines to form a curve, thus:



The characters have been so arranged that many frequent combinations form an obtuse angle, and this angle not being observed, the lines blend naturally in the form of a curve.




















































50. All of the following blended consonants are written upwards from the line of writing:

TEN, DEN		as in	tenor		denote	
TEM, DEM		as in	temper		demolish	
ENT, END		as in	paint		bond	
EMT, EMD		as in	prompt		deemed	

NOTES: (a) As the combinations are pronounced as syllables, minor vowels occurring between the consonants are omitted, but diphthongs and strongly accented vowels are inserted. For instance, *dean*, *dine*, *team*, *tame*, *dome*, *dime*, are written in full. The blend is used, however, in words ending in *tain* as *detain*.

(b) Although the blends *ent*, *emt*, *emd* are pronounced as syllables, just as *sh* is pronounced *ish*, the vowel, preceding the blend is seldom omitted, except at the beginning of a word, as in *entry*, *entail*.

GENERAL EXERCISE

tenets		detain		temple	
tenant		threaten		attempt	
tenacious (a)		tendency		demur	
dense		attendance		wisdom	
condense		timid		entry	
condensation		freedom		entail	
continent		kingdom		plenty	
condemn		contempla- tion		moaned	
intention (b)		anatomy		dawned	
extension		phantom		fastened	
contention		autumn		lamed	
sweeten		sanctum		seemed	
latent (b)		brand		steamed	
mutiny		lined		exempt	
stencil		signed		shamed	
mutton		faint		Indian	
obtain		gained		addenda (b)	

NOTES: (a) The rule given in Paragraph 16 applies to the circle between the blended consonants and straight lines as in the word *tenacious*.

(b) Where it is possible to use either *ten*, *den*, or *ent*, *end*, the *ten*, *den* blend is given the preference.

51. In joining *d* to *f* or *v*, and *j* to *ent*, *end*, the angle is obscured in rapid writing, and the combination is written with one impulse of the pen.

DEF-V, TIVE *as in* defeat *native*

JENT-D, PENT-D *as in* gentle *happened*

NOTE: It will be found that *tive* generally occurs at the end of words, as in *native*, and cannot be confused with *def*, *dev*, which generally occur at the beginning of words, as in *defame*.

GENERAL EXERCISE

defy		deficit		genteel	
edify		restive		Gentile	
erlifice		festive		legend	
deface		motive		regent	
defame		attentive		contingent	
defense		tentative		tangent	
devout		cheapened		pageant	
divine		ripened		depend	
divide		rampant		spent	
diffidence		opened		expend	
devise		cogent		impending	

52. The syllables *men*, *mem* are expressed by lengthening *m*, that is, by joining *m* and *n*; *ted*, *ded*, *det*, by a long stroke upwards, equal to *t* and *d* joined; *ses* or *sus*, by joining the two signs for *s*; *xes*, by joining *x* and *s*.













MEN, MEM	as in	mention	memory
TED, DED, DET	as in	heated	seated
SES	as in	passes	faces
XES	as in	boxes	mixes

NOTES: The combination *det* usually occurs at the beginning of words, as in *detach*, *delect*, while *ded*, *ted*, usually occur at the end of words.

The stroke is used to express *ted*, *ded* after short words only, a disjoined dash being more convenient in most words as explained in Par. 53.

GENERAL EXERCISE

man	effeminate	Roman
many	nominate	romance
menace	examine	Ottoman
minute	maintain	famine
month	minimum	human
amen	stamina	Manhattan
acumen	women	commonly
immense	omen	detach
emanate	ominous	detection
memoir	remain	waited













masses		teases		sustain	
guesses		possess		cessation	
races		leaves		annexes	
basis		fences		taxes	

NOTE: In rapid writing the first *s* in *ses* may become obscure, and yet the second *s*, being written contrary to the rule for writing a single *s*, clearly indicates the plural form. Compare *face, fares, case, cases, pass, passes*.










53. At the end of many words *ted*, *ded*, and sometimes *ed*, may be expressed by *t* placed beneath or close to the preceding character.

invited  divided  demanded  printed 

54. Advantage may be taken of the blending principle in phrase writing, thus: *t-me* for *to me*, *t-do* for *to do*.

to-day		to meet		ought to know	
to do		to make		at any time	
to draw		to my		what to do	
to mean		to know		in due time	

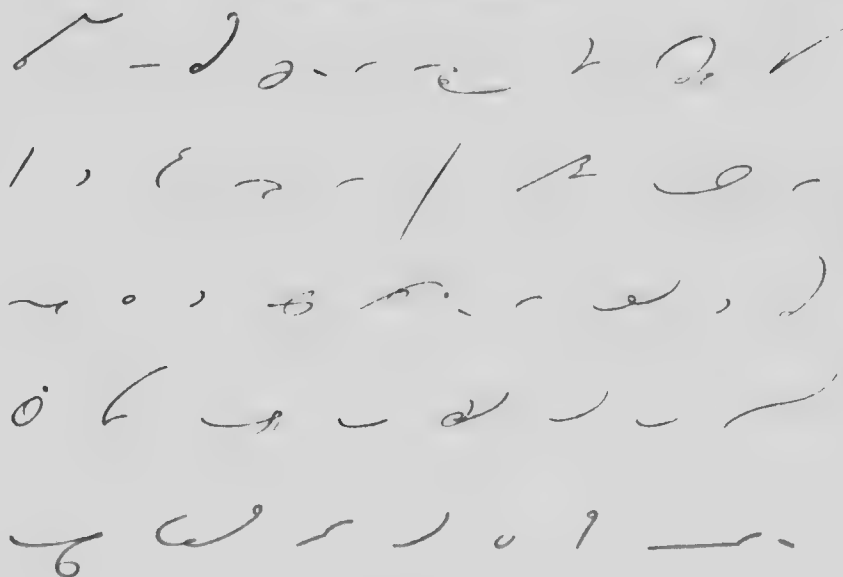
WORD-SIGNS AND PHRASES

and, end		assist		date, did	
hand		attention		definite	
agent		between		devote	

differ- ^{ent} _{ence}	7	society	1	and I am	2
difficult-y	2	time	1	at hand	1
duty	1	to-morrow	1	all my time	1
endure	1	want	1	at that time	1
exist-ence	2	went	1	for the time	1
gentlemen	U	in time	1	your attention	1
Messrs.	1	and there	1	kind attention	1
says, system	1	and there is	1	every attention	1
season	1	and am	1	my attention	1

READING EXERCISE

. — — — — —
 2 . 2 . 2 . 2 .
 1 . 1 . 1 . 1 .
 1 . 1 . 1 . 1 .
 1 . 1 . 1 . 1 .



WRITING EXERCISE










1. The society asks for different working conditions and a minimum wage law.
2. The memoirs of this famous man read like a romance; such a book will be an inspiration to me.
3. Andrew Temple will study printing and book binding in the evening classes at the Manhattan Academy.
4. Your letter reached me, but I have had no time to make the definite reply demanded.
5. That you are in business means that you are doing something for which mankind is willing to give you money.
6. We cannot grant the extension of time you wish, and if the money does not reach us by the date mentioned, we shall draw on you through our bank.
7. The auditor who was sent to examine the books for the season had to devote a month to the work.

EIGHTH LESSON

RULES FOR EXPRESSING R

55. The circle or loop is written with a reverse movement to express R:




(a) Before or after straight lines, or between two straight lines in the same direction.

Before		After		Between	
art		tar		tree	
arm		mar		marry	
harsh		share		share	

(b) Between a horizontal and an upward character.

mart	cart	part	gar
			

(c) Between a downward character and T, D, N, L.

pert	barn	chart	fern
			

NOTE: As there is a tendency in rapid writing to curve a straight line when it is followed by a circle, the distinctive method of joining the circle when reverse after Ch, J, illustrated in *chart* (compare with *po*) is adopted to prevent any possibility of misreading.

(d) The vowel *u*, CH, J, and L.

churl

Charles

charlatan

harley






50. By changing the form of the reversed circle to a line, the letter S is added.

ser

star

ti






pro

che

ledgers





51. The straight lines S in *ser*, *cer*, *sar*, and Th in *the* are written contrary to the preceding method. The line in *express* R.

ser

assert

serge





cer

insert

exert

insc






desc.

third

thirty

Thermos






GENERAL EXERCISE

ne



army



harness



heartv



hard



Armenia



heartily



harm



earn



























yearn		oyster		guarantee	
yard		barter		courtesy	
Yarmouth		dirty		Hibbard	
harmony		Tartar		pardon	
Armada		tender		bird	
arch		cashier		burden	
hermit		mermaid		spared	
hurt*		murmur		shepherd	
urge*		murder		shirt	
near		martyr		charter	
mere		marten		journey	
jeer		girder		sojourn	
dear		alert		adjourn	
domineer		billiard		germ	
anger		Hilliard		Charlotte	
tire		poniard		hammers	
attire		card		farmers	
dart		carter		soldiers	
mutter		cartridge		surname	









*It is generally more facile to use the circle for the obscure vowel sound heard in *ur*.

58. The letter R is omitted without reversing:

(a) In many words containing *ar*, *er*:

starch		cargo		perverse	
large		clergy		perversity	
margin		certain		learn	
alarm		serve		term	
tarnish		surface		turn	
argue		surprise		lantern	
starvation		surplus		northern	
gargle		traverse		southern	

(b) In many words containing *or*:

ordain	ornate	sort	retort
			
extort	indorse	border	absorb
			

(c) In words beginning with *war*, *wor*:

war	warn	ward	worse
			

59. The reversing principle is used to express L in the following words:

till, tell

deal

mail

mile

smile

still

style

detail

NOTE: The plural of these words is expressed by a reversed loop — see Par. 56.

deals

mails

styles

details

WORD-SIGNS

certificate

merchandise

particular

determine

order

territory

firm

organize-

organization

trust

first

question

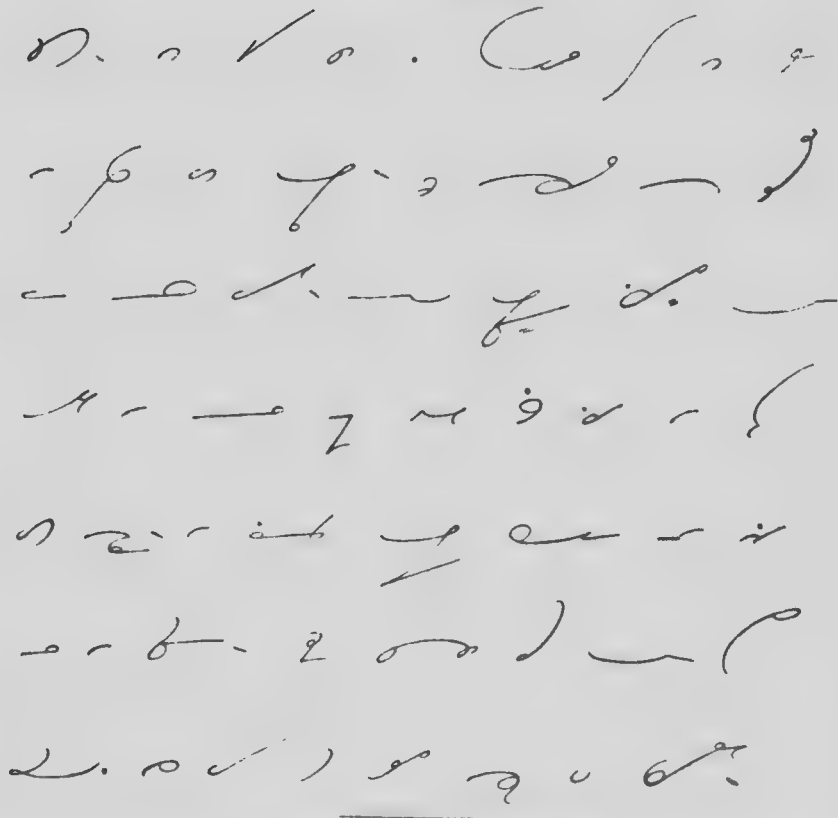
until

merchant

refer-ence

word

READING EXERCISE



WRITING EXERCISE

1. The poems of Robert Burns portray his love for mankind, as shown in-the line "A man's a man for all that."
2. We-can-not fill your first order until we-have heard from-your references.
3. In-the northern territory this organization sells only to certain firms, but in-the southern cities it does a large mail order business.
4. The firm in-question deals in hardware and sells all styles of churns, hammers and other tools to-the farmers in-this and bordering countries.

WORD-SIGNS

REVIEW EXERCISE ON WORD-SIGNS

- [illegible]

KEY TO REVIEW EXERCISE ON WORD-SIGNS

61. The student should test his knowledge of the word-signs by writing the following words in shorthand, afterwards comparing the forms he has written with those given on the opposite page. In doing this it is a good plan to place a ring around any word incorrectly written, and afterwards write several lines of the correct form.

1. a-an, about, above, after, agent, all, allow, am-more, and-end, any, are-our, ask, assist.
2. at-it, attention, be-but-by, become-book, been-bound, before-behalf, behind, belief-believe, between, beyond, body, business, call, can.
3. care, cause-because, certificate, change-which, check, company-keep, could, course, date-did, definite, desire, determine.
4. devote, differ-ent-ence, difficul.-y, duty, else-list, endure, ever, exist-ence, fall-follow, far-favor, find, firm, first.
5. for, form-from, friend-ly, full-y, gave, gentlemen, give-n, glad, go-good, great, hand.
6. have, he, how-out, I, in-not, inclose, instant-instance, is-his, judge, kind, let-letter, light, like.
7. little, long, look, market-Mr., Messrs., most, move, much, must.
8. name, new, next, of, one, order, organize-organization, other, particular, please, point-appoint, public-publish, put.
9. question, real-regard, receive, refer-ence, reply, represent, right-write, says-system, season, shall-ship, should, side, society, some.
10. soon, speak-speech, state, such, sure-ly, teach, territory, than-then, that, the, their-there, them, they, thing-think, this, those.
11. time, told, to-morrow, trust, until, upon, use, usual-ly-wish, very, want, was, week, well-will, went.
12. were, what, when, where, while, why, wife, wire, word, work, world, would, yes, you-your.

LIST OF ADDITIONAL WORD-SIGNS

62. Many of these words are written in accordance with rules given at a later stage of the study, but are presented now so that the student may begin dictation on connected matter. As these words are of frequent occurrence, the forms should be diligently practiced, in order to gain facility in writing them.

accept-ance

bring

accord

capital

accordance

car, correct

acknowledge

carry

acquaint-ance

character

advantage

charge

advertise

clear-ly

again

clerk

agree

collect

always

consider-ation

arrange-ment

copy

avoid

corporation

beauty

correspond-ence

better

cover

bill

credit

NINTH LESSON

55

custom

deliver

direct

dollar

draft

duplicate

during, Dr.

educate

effect

either

enough

experience

fault (see full)

future

God

gone

got

govern-ment

house

immediate-ly

import-^{ant}
ance

improve-ment

in

influence

insur-^{ance}

invoice

jury

mortgage

never

newspaper

object

oblige

occasion

occup-^y
ation

office







































official

opinion

part

princip-^{al}
le

publication

pupil		spirit	
quality		stand	
quantity		stock	
railroad		strange	
railway		strong, strength	
recent		suggest-ion	
record		thank	
regret		thorough-ly, three	
remark		throughout	
remit-tance		truth	
report		typewriter	
respect-ful-ly		value	
return		vowel	
satis-fy face, ry		wealth (see well)	
satisfaction		with	
end		without	
signific ^{ant} ance		wonder	
sir		yes-e-lay	
small		young	

NOTES: (a) The plural of word-signs ending in *S* is formed as follows:

causes

instances

respects

(b) To express the plural of word-signs ending in a circle and of some words ending in a loop, a slight change is made in the manner of joining *S*.

names

cares

carries

families

homilies

anomalies

(c) After a circle vowel, *ly* is written outside the preceding consonant, thus:

namely

dearly

likely

daily

nearly

merely

(d) *Ly* is added to words ending in the diphthong *i* by the double circle.

lightly

kindly

rightly

READING EXERCISE

- 6 y r n n i
 x s) 7 - n n n
 n) 7 n c . 6 - c 1

1) - 2 a t - - / - -
 6 m o r e o r t a -
 (9 m o r . h e a r . m . -
 2 - - - - - - - -

WRITING EXERCISE

1. The government will insure the goods against loss.
2. Your acceptance of our order is in accordance with the arrangement, a copy of which I gave to your clerk.
3. His long experience in writing advertising copy will be an advantage to the new official in his work with the insurance corporation.
4. Quality is more important than quantity. Your motto should be "Not how much, but how well."
5. The charge of the judge will oblige the jury to consider the character and occupation of the victim.
6. The agent reports that he could not send the book yesterday but that he will deliver it to-morrow without fail.
7. The typewriter is of great value in the business office. In truth it is difficult to do business without one.
8. He says that most of his pupils wish to take the full course and that he is planning the organization of a new class at the beginning of next month.
9. We suggest that the society arrange to take some action on this report and that such action be made a part of the record.
10. Please send a check with your next order or we cannot accord it immediate attention.
11. The report of this season's business is thoroughly satisfactory.
12. The object of this publication is to place before the public the truth about the recent report on the railway stock.

TENTH LESSON

COMPOUND WORDS

63. A number of compounds may be obtained by joining simple word-signs, as illustrated in the second lesson by the word "before." The following words are formed on the same principle:

any:

be:

ever-y:

here:

there:

where:

some-er:

some:

with:

NOTE: Slight modifications or omissions are made in the forms for *anywhere*, *anyhow*, *hereinafter*, *herewith*, *however*, *sometime*, and *somewhere*. These should receive special attention. The form for *notwithstanding* is *not-with-s*.

MISCELLANEOUS COMPOUNDS

nobody	nevertheless	otherwise
meanwhile	standpoint	thanksgiving

KEY TO COMPOUND WORDS

- any*: anybody, anyone, anywhere, anyhow.
- be*: before, beforehand, behindhand, belong, beside.
- ever-y*: whatever, whenever, whichever, however, whoever, everybody, everyone, everywhere.
- here*: hereafter, herein, hereinafter, hereinbefore, hereon, hereto, heretofore, hereunto, herewith.
- there*: thereafter, therein, therefore, therefrom, thereon, thereto, thereupon, therewith.
- where*: whereabouts, whereas, wherever, wherefore, whereon, whereof, whereon, elsewhere.
- soever*: whatsoever, wheresoever, whensoever, whosoever, whomsoever.
- some*: somebody, somehow, someone, sometime, somewhat, somewhere.
- with*: within, withstand, forthwith, notwithstanding.

DERIVATIVES, ETC.

64. After abbreviated words and words ending in a reversed circle, a short dash struck upward is used to express the past tense; the disjoined *'* expresses the terminations *er*, *or*, and the disjoined *ri*, expresses *ary*, *ory*.

wanted		director		caller	
experienced		directory		customary	
dearer		nearer		murderer	

NOTE: When the forms are distinctive, *er*, *or*, *ary*, *ory*, may be joined, as in *boundary*, *receiver*, *stronger*, *writer*, *reporter*.

65. When a word-sign ends with the *last consonant of the word*, the reversing principle may be used to express *er* after straight lines.










sooner	longer	firmer	teacher

66. The word-signs *after* (*af*) and *out* (*ow*) may be used as prefix forms.

aftertimes	afternoon	outstanding	outside

GENERAL EXERCISE

cared		collected		creditor	
avored		corrected		fuller	
returned		insured		giver	
believed		insurer		kinder	
caused		advertiser		recorder	
inclosed		clearer		speaker	

sender		thinker		afterglow	
shipper		worker		outgoing	
publisher		afterthought		outfit	

THE ABBREVIATING PRINCIPLE

67. Many long words may be abbreviated by dropping the terminations. It would be a waste of time and effort to write more of a word than is necessary to suggest it when transcribing. This principle is already familiar in longhand, as *Rcv.* for *Reverend*, *ans.* for *answer*, *Jan.* for *January*, *Phila.* for *Philadelphia*, etc.

The extent to which the principle may be applied depends upon the familiarity of the writer with the words and subject matter. Every writer can apply it easily and naturally to familiar words, and adapt it to the special requirements of the line of work in which he may be engaged.

The words given in this lesson are among the most common and useful illustrations of the application of this principle. When these have been studied, it will be easy to apply the principle in general practice. Many of the words given in subsequent lessons are abbreviated in this way. It is important to bear in mind that all the words so abbreviated will usually occur in sentences. For instance in the sentence "He was received with great enthusiasm," it would be sufficient to write *enthus* for *enthusiasm*; and the same form might be used for *enthusiastic* in "He met with a most enthusiastic reception."

ILLUSTRATION OF ABBREVIATING PRINCIPLE

It is possible that the success of the magazine may

make it necessary to change the policy of the association

at the next meeting in Philadelphia sometime in January.

Have you a memorandum of their financial standing?

We cannot cancel the balance. The February number will

contain an original story by a very prominent writer.

Please answer this letter before September first. We

remember your co-operation at that time and we shall show

our appreciation when there is an opportunity to do so.

EXERCISE ON ABBREVIATING PRINCIPLE

The following words are to be written in shorthand, and afterwards compared with the forms given on the opposite page:

























1. aband(on), abbrev(iate), abs(ent), abso(lute), accus(tom), alph(abet), ambass(ador), anim(al), anon(ymous), ans(wer).
2. apol(ogize), apprec(iate), assoc(iation), attit(ude), attrib(ute), bal(ance), brill(iant), cal(culate), canc(el).
3. cap(able), Cath(olic), celeb(rate), chil(dren), coliat(eral), conseq(uence), co-op(erate), deg(ree).
4. delib(erate), demons(trate), dict(ate), dilap(idate), dilig(ence), dis(count), eloq(uent), emin(ent).
5. Eng(land), enthus(iasm), entit(le), estab(lish), exam(ination), fam(iliar), finan(cial), freq(uent), gen(eral).
6. grat(itude), hund(red), inaug(urate), indic(ate), innoc(ence), invol(ve), irresis(tible), journ(al).
7. knowl(edge), lang(uage), leg(al), leng(th), lib(erty), loc(al), mag(azine).
8. mat(ter), melan(choly), memo(randum), mod(erate), neg(lect), negoti(ate), num(ber).
9. num(erous), obse(rve), oby(ious), oppor(tunity), ordin(ary), orig(inal), pamph(let), pecu(liar), pecun(iary), perman(ent).
10. perpend(icular), pleas(ant), pol(icy), pop(ular), pos(sible), pov(erty), predeces(sor), pref(er), prej(udice), prelim(inary).
11. prep(are), pres(ent), presi(de), priv(ilege), promin(ent), rath(er), relinq(uish), remem(ber).
12. remons(trate), rev(erend), ridic(ulous), scrup(ulous), separ(ate), sev(eral), simil(ar), simul(taneous), singu(lar).
13. splend(id), suc(cess), suf(ficient), synon(ymous), temp(erance), trav(el), unan(ymous), un(ion), vul(gar).

EXERCISE ON ABBREVIATING PRINCIPLE




















The following words are to be transcribed without referring to the key on the opposite page until the work has been completed.

1. C C C C C C C C C C C C C C C C
2. C C C C C C C C C C C C C C C C
3. C C C C C C C C C C C C C C C C
4. C C C C C C C C C C C C C C C C
5. C C C C C C C C C C C C C C C C
6. C C C C C C C C C C C C C C C C
7. C C C C C C C C C C C C C C C C
8. C C C C C C C C C C C C C C C C
9. C C C C C C C C C C C C C C C C
10. C C C C C C C C C C C C C C C C
11. C C C C C C C C C C C C C C C C
12. C C C C C C C C C C C C C C C C
13. C C C C C C C C C C C C C C C C

68. The Abbreviating Principle may be applied to a *short* word when a distinctive outline is secured. Usually this is done after a diphthong or strongly sounded vowel, as illustrated in the word-signs *right-write*, *find*, *light*, *side*. The following are useful examples:

bright		client		trade	
delight		private		grade	
arrive		trial		freight	
derive		doubt		claim	
decide		loyal-ty		poor	
unite		power		cure	
strike		proud		night	
entire		thousand		to-night	

DAYS AND MONTHS

Sunday		January		August	
Monday		February		September	
Tuesday		March		October	
Wednesday		April		November	
Thursday		May		December	
Friday		June			
Saturday		July			

FIGURES, ETC.

69. After numerals the word *dollars* is expressed by *d*; *hundred* by *n* placed under the numeral; *thousand* by *th*; *million* by *m* placed on the line close to the numeral; *billion* by *b*; *pounds* (weight or money) by *p*; *gallons* by *g*; *barrels* by *br*; *bushels* by *bsh*; *feet* by *f*; *francs* by *fr*; *cwt* by *nw*; *o'clock* by *o* placed over the numeral:

\$5	5	£5,000	5
500	5	£500,000	5
\$500	5	five gallons	5
5,000	5	five barrels	5
\$5,000	5	five bushels	5
500,000	5	five feet	5
5,000,000	5	five cwt.	5
\$5,000,000	5	five o'clock	5 ^o
5 lbs. (or £5)	5	500 feet	5
500 lbs. (or £500)	5	five francs	5

70. These signs may be used after the article *a* and such words as *per*, *few*, *several*:

a dollar	/	few thousand dollars	2
a thousand dollars	/	a pound	/

a hundred thousand

f

per hundred c

several hundred

f

a million . —

several hundred dollars

f

a gallon . —

71. *Cents* when preceded by dollars may be expressed by writing the figures representing them very small and above the numerals for the dollars; when not preceded by dollars the sign for *s* is placed above the figures. *Per cent* is expressed by *s* written below the figures; *per cent per annum* by adding *n* to per cent.

\$8.50 five cents five per cent five per cent per annum

8⁵⁰5^s5_s5_n

READING EXERCISE

James, Esq.
 and Co.,
 New York
 City
 Jan 10, 1871
 . 2 - . 97. 10. 3 -

. . . a n d . . .
 . . . b u s . . .
 h o w . . . e m a l
 . . . r e a d . . .
 . . . g e n e r a l . . .
 . . . c o n . . .

WRITING EXERCISE

1. Elsewhere in this issue you will find a notice which should be read by everyone who desires general knowledge about the legal rights of women in the different states in the union.
2. He advertised in the afternoon papers for an experienced collector and by 10 o'clock that night a hundred replies were received.
3. The eloquent speaker was greeted with enthusiastic applause which indicated that his views were popular.
4. If the quality of this merchandise is not as represented you may return the goods to us and we will give you credit for them, but we cannot possibly allow you any discount on the balance.
5. The creditor will not relinquish the claim which his first mortgage gives him, and therefore we cannot sell the entire stock at auction as the other creditors suggested.
6. We allow a discount of 5% on cash sales.
7. Some customers take advantage of this even when they find it necessary to borrow the money.

ELEVENTH LESSON

PHRASE-WRITING

72. The student should cultivate the practice of joining small words, for without it great proficiency can never be attained. All the common phrases consisting of two or three words should be written with the same facility as an ordinary word-form, but nothing is gained by straining after special forms for uncommon phrases, or where the outline requires more than five efforts of the pen. While experience must ever be the supreme teacher in phrase-writing, the following suggestions will be useful.


































- (a) At the outset short and common words only should be joined.
- (b) The words should make good sense if standing alone, as *I am glad*.
- (c) The outlines for the words should be capable of being easily joined.
- (d) Phrases that carry the hand away from the line of writing should be avoided; in other words, the writer should aim at **onward** movement.
- (e) Pronouns are generally joined to the words they precede, as *I am, I shall, you can, we have*.
- (f) A qualifying word may be joined to the word it qualifies, as *good men*.
- (g) The prepositions *to, of, in* and *with*, and the conjunction *and*






















are generally joined to the words they precede, as *to have, of which, in case, with this, and there.*

(h) The auxiliary verbs *should, would, could* are generally joined to the words they precede, as *should be, would be, could be.*

In practicing the phrases given in this manual, the student should keep steadily in mind that they are given as *examples*, and that he is to form his own phrases on similar lines in general practice. He should study the phrases here given with a view of noting not only the nature of the joinings, but also the nature of the words that are joined.

GENERAL EXERCISE










it is		of our		I am	
of the		of all		I can	
to the		we are		I have	
to this		from the		you have	
in the		from you		I would	
on the		which the		I will	
of his		which is		you can	
of their		which can		you will	
of your		that the		of which	
is the		there is		it was	
in our		there are		in which	

by the		all right		this	
by which		there were		in these	
to you		there will		in those	
for the		may be		in thus	
for this		will be		I inclose	
with the		would be		we inclose	
with this		at hand		in regard	







WORD MODIFICATIONS

Very useful and distinctive phrase-forms are obtained by modifying the forms for certain words.

73. Before words beginning with a downward character or O, R, L, *to* is expressed by *t*.

to be		to favor		to honor	
to have		to please		to receive	
to pay		to believe		to look	

74. When repeated in a phrase, the word *as* is expressed by *s*.

as well as		as great as		as many as	
as good as		as much as		as long as	

75. In phrases *been* is expressed by *b*:

have been

has been

it has been

I have been

had been

I have not been

76. After *be* or *been* the word *able* is expressed by *a*:

to be able

shall be able

have been able

has not been able

would be able

will be able

should be able

have not been able

77. The following method of expressing *had* after pronouns should be carefully noted:

I had

they had

we had

you had

78. When *do not* is preceded by a pronoun, it is expressed by the sign for *dn*.

I do not

we do not

you do not

I do not think

they do not

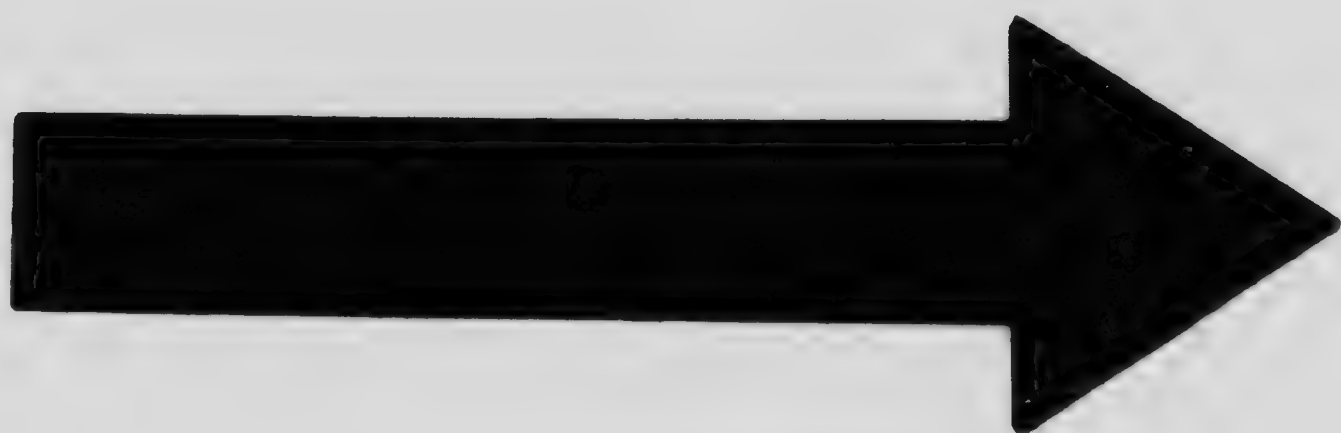
you do not know

79. *Don't* is distinguished from *do not* by writing *dōn*.

I don't think

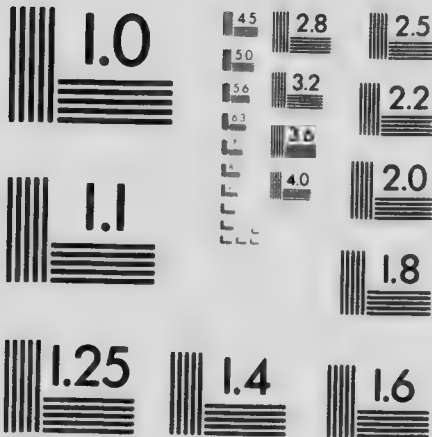
you don't know

I don't believe



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80. The phrase *was not* may be easily and legibly expressed by writing *wasn't*, that is, by joining *s* to *nt* without an angle. For the same reason, *it is not* is written *it isn't* and *there is not* is written *there isn't*. If the contractions *wasn't*, *isn't* need to be clearly indicated, an apostrophe is placed over the forms.

it is not	it was not	he was not	it wasn't
-----------	------------	------------	-----------

--	--	--	--

81. The words *ago*, *early*, *few*, *him*, *hope*, *sorry*, *want*, are modified as shown in the following phrase-forms:

weeks ago		to him	
months ago		I told him	
years ago		we told him	
at an early date		I hope	
at an early day		we hope	
early reply		I am sorry	
few days		we are sorry	
few days ago		I want	
few months		you want	
few months ago		we want	
few minutes		if you want	
few minutes ago		do you want	

OMISSION OF WORDS

82. The phrase *of the* may be omitted and its omission implied by writing the words it connects close together.

Your letter of the
4th inst.

time of the day

end of the week

state of the market

credit of the firm

list of the people

83. The words *from* and *to* are omitted in such phrases as *from time to time*.

from time to time

from month
to month

from day to day

from year
to year

from week to week

from season
to season

84. The word *after* is omitted in such phrases as *day after day*, but the words are not joined.

time after time

week after week

day after day

month after month

hour after hour

year after year

85. The word *by* is omitted in such phrases as *day by day*, the last word being written a little below the first word.









day by day

line by line







week by week

little by little















86. The word *to* is omitted after the words *able, according, glad, like, order, please, reference, regard, regret, relative, respect, wish.*









































able to say		in reference to the matter	
in respect to the		glad to see	
in regard to the matter		I regret to say	
in reference to the		wish to say	

87. Any unimportant word may be omitted where the grammatical construction of the sentence would compel its restoration when transcribing.

in the world		some of them	
here and there		week or two	
more and more		son-in-law	












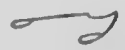




GENERAL EXERCISE

to see		as near as	
to ship		as low as	
to which		as soon as	
to reach		you have been	
to like		there has been	
to represent		what has been	
to sell		had been able	

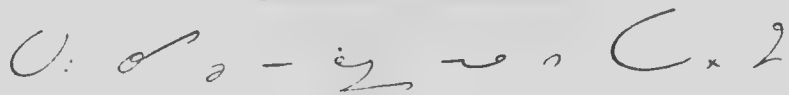
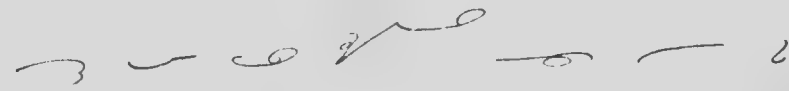



will not be able		day or two	
have you not been able		in a day or two	
<i>I had</i> been		in reply to your	
they had been		ought to receive	
<i>I do not</i> see		out of the question	
<i>I do not</i> know		in a week or two	
we do not know		to-day or to-morrow	
<i>I do not</i> like		some of those	
<i>I don't</i> see		by the way	
there <i>was not</i>		hand in hand	
days <i>ago</i>		that is to say	
ten days ago		system of govern- ment	
for a <i>few</i> days		form of government	
<i>I hope</i> to hear		one of our	
<i>I am sorry</i> to say		one or two	
if you <i>want</i> any		one of the best	
particulars <i>of the</i> work		ought to be	
cheer <i>after</i> cheer		ought to have	
side <i>by</i> side		more or less	
on the question		one of the most	

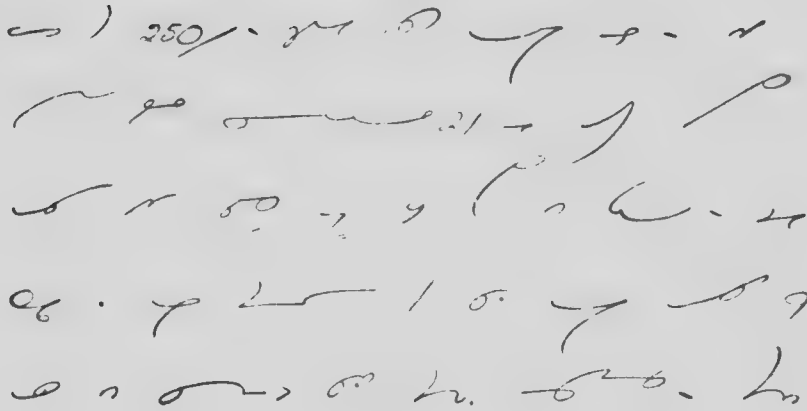
SPECIAL BUSINESS PHRASES

(See Also Page 37)

Dear Sirs		Very respectfully	
Dear Mr.		Cordially yours	
My dear Sir		Very cordially yours	
Yours sincerely		I am in receipt	
Yours very sincerely		We are in receipt	
Very sincerely		I am in receipt of your favor	
Very sincerely yours		We are in receipt of your favor	
Sincerely yours		I am in receipt of your letter	

READING EXERCISE



WRITING EXERCISE

I

Dear Madam:

We learn from your letter of May 10 that you are returning the books which we sent you a few months ago. You will be credited with these books when they reach us and the charge for them will be canceled. We are glad to know that you appreciate our courtesy in accepting their return. When you need anything more in our line, you will find us ever ready to serve you.

Very sincerely yours, (77)

2

Dear Sir:

We have your recent letter asking us to take advertising space in your newspaper. Our advertising plans for the next few months will not allow us to take any more newspaper space at this time. If you will bring this matter to our attention again in about three months, we may be able to arrange for a full page in the holiday issue to which you refer.

Very cordially yours, (72)

TWELFTH LESSON

OMISSION OF VOWELS

88. When two vowels not forming a pure diphthong come together, the minor or unaccented vowel may be omitted, and for convenience in writing many words the circle may be omitted in the diphthong *u*.

deity

ratio

royal

radius

due

tune

music

continue

89. In the body of a word short *u* and *ow* are omitted before *n*, *m*, *ng*, *nk*, *nt*, *nd*.

run

come

sun

round

found

rung

sunk

pungent

NOTES. (a) The short *u* is not omitted when it occurs between two horizontal straight strokes, as in *nun*, *numb*.

(b) The omission of *ow* between two horizontal straight strokes is indicated by the "jog" or broken line, as in *renown*, *announce*.

90. The vowel is omitted in the prefixes *be*, *de*, *re*, *dis*, *mis*.

beneath

depend

revise

distance

misgivings

begun

debar

disease

NOTES: (a) The vowel is retained when *de* precedes K, G, as in *decay*, *degrade*.
 (b) The vowel is retained when *re* precedes the forward characters, K, G, R, L, N, M, T, D, as in *recast*, *regain*, *rewrite*, *relate*, *renown*, *remiss*, *retail*, *redound*.

91. The vowel is omitted in *per*, *pur*, *pro*, and in the termination *age*.

permit

pursuit

profound

profess

manage

cartage

cartage

bondage

NOTE: When *pro* occurs before an upward character or K — as in *protest*, *procrastinate* — it is more convenient to insert the vowel; when *per* occurs before an upward character — as in *perturb*, *pertain*, *perdition* — the reversing principle expresses R.

92. The vowels *ü*, *ö* are omitted after R or L when followed by Sh, Ch, J.

rush

flush

solution

drudge

93. The vowel is omitted in the terminations *tion*, *lution*, *dution*, *dation*, *nition*, *nation*, *mission*, *mation*.

repetition

addition

ignition

omission

station

gradation

stagnation

formation

GENERAL PRINCIPLES

94. While the omission of vowels in general is left to a very large extent to the judgment of the writer, the following suggestions will be of assistance:

(a) A vowel is often omitted between two reverse curves.

maker

struck

skill

scarce

attract

eager

secure

gulf

(b) A hook vowel is often omitted between T, D, R, L, and P, B.

stop

drop

Dublin

adoption

(c) A circle vowel is often omitted between P, B, and a horizontal or upward character.

pity

rapid

open

bad

OMISSION OF CONSONANTS

95. D is omitted when it immediately precedes M or V.

admit

administer

adverb

advocate

NOTE: In the words *admire*, *advise*, *advance*, coming under this rule, the initial vowel may be omitted. This enables the writer to form such useful phrases as *I admire, we admire, to advise, I advise, we advise, to advance, in advance.*

96. When slightly enunciated, T or D is omitted at the end of a word.

fact

best

detect

mind

defect

insist

resist

desist

97. The combination *ld* is expressed by raising the end of L.

old

field

killed

Arnold

building

bewilder

golden































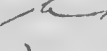





























Reynolds























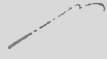







GENERAL EXERCISE

arduous		astound		deserve	
genius		redound		debase	
genuine		mountainous		debate	
astute		surmount		decision	
musician		renounce		discharge	
virtue		announce		disarm	
theory		legion		discern	
museum		rejoice		distort	
harmonious		review		discard	
ceremonious		repent		misprint	
fun		respond		misquote	
lunch		replace		misguide	
column		reside		perhaps	
front		resort		permission	
brown		resource		promotion	
drown		begrudge		prolong	
sound		bequeath		propel	
surround		betray		provide	
foundry		beseech		proper	



















TWELFTH LESSON

85

sausage		tradition		pithy	
dotage		foundation		apathy	
passage		ammunition		carpet	
damage		fascination		homeop- athy	
baggage		nomination		happen	
package		assassina- tion		facile	
average		determina- tion		ormal	
crush		domination		formal	
blush		animation		vernal	
resolution		estimation		mental	
dissolution		occur		dental	
visitation		currency		mortal	
citation		sugar		actual	
dictation		career		mutual	
agitation		massacre		habitual	
ostentation		equal		perpetual	
hesitation		accuracy		amateur	
recitation		carbon		torture	
imitation		augur		picture	
edition		epithet		creature	

feature		extenuation		evident	
venture		attest		exact	
event		attestation		contact	
eventual		detest		consist	
adventure		detestation		persist	
failure		past		demand	
error		hardest		bold	
serious		deduct		child	
previous		resident		Leopold	
tuition		president		folder	

98. The following words coming under the rules given in this lesson are also useful illustrations of the Abbreviating Principle.

benefit		disturb		probable	
discuss		manufacture		progress	
distinct		misfortune		punctual	
distinguish		mistake		purchase	
disagree- ment		perfect		purpose	
disappoint- ment		person-al		respons- ^e ible	

NOTE: In *disagree*, *disappoint* and their derivatives, it is found convenient to write *d* for *dis*.

READING EXERCISE

The theory was advanced that a solution of the bewildering
 mystery could be found only by following up every clue.
 A special meeting was announced for the purpose of discussing
 the formation of a society for the benefit of the metal workers in the
 foundry.
 Much damage was done to the baggage through rough
 handling and one package was entirely crushed.
 Silence about the details of your office work is a virtue. The
 repetition of an innocent remark has often caused the failure of an
 important business deal.
 The manager soon found there were profound misgivings
 about the outcome of the expedition.

WRITING EXERCISE





1. The theory was advanced that a solution of the bewildering mystery could be found only by following up every clue.
2. A special meeting was announced for the purpose of discussing the formation of a society for the benefit of the metal workers in the foundry.
3. Much damage was done to the baggage through rough handling and one package was entirely crushed.
4. Silence about the details of your office work is a virtue. The repetition of an innocent remark has often caused the failure of an important business deal.
5. The manager soon found there were profound misgivings about the outcome of the expedition.

THIRTEENTH LESSON





JOINED PREFIXES

99. Most of the joined prefixes are already familiar to the student. They are repeated at this time for the purpose of furnishing sufficient practice to eliminate hesitation in using them in actual work.

100. **Al**, expressed by *aw*; and **Ul**, by *u*.

almost	also	ultimo (ult.)	ulcer
			





101. **Com**, **Con**, **Coun**, **Cog**, expressed by *k*.

competition	confess	counsel	cognomen
			

NOTES: (a) Before *t* or *d* the prefix form may express *can*.

cantaloupe	candidate	candor	candle
			

(b) When **Com** or **Con** is followed by a vowel or by *r* or *l*, write *km* for *com* and *kn* for *con*.

comedy	comrade	conic	Conroy
			

102. Em, Im, expressed by *m*; and En, In, Un, by *n*.

embers

imprint

enjoin

unjust

103. (a) The prefix forms for *em*, *im*, *en*, *in*, *un* are used only when a consonant follows the prefix. When a vowel follows *em*, *im*, *en*, *in*, *un*, the initial vowel is written.

emit

innate

inner

inept

enact

unequal

imagine

inaccessible

(b) Negative words beginning with *im*, *un* are distinguished from the positive forms by the insertion of the initial vowel.

Positive

mortal

modest

known

necessary

Negative

immortal

immodest

unknown

unnecessary

104. Ex, expressed by *es*; Aux and Ox, by *os*.

exceed

expel

auxiliary

oxygen

105. For, Fore, Fur, expressed by *f*.

forgive

foresight

furnish

forearm

NOTE: When **For** or **Fore** is followed by a vowel, disjoin *f* and write the next character close to it, as in *forearm*. When *For* or *Fore* is followed by *r* or *l*, form an angle after *f*, as in *forrunner*, *furlong*, page 92.

106. Sub, expressed by *s*.

subdue

subpoena

submit

substance

NOTES: (a) Before R, L, Ch, J, or a hook, *s* is written contrary to rule to express *sub*.

sublime

subjoin

subway

subordinate

(b) When **Sub** is followed by a circle vowel, *s* is disjoined and the next character is written close to it.

subeditor

subagent

subhead

subequal

GENERAL EXERCISE

almanac

ulster

although

compel

ulterior

common

ultimate









































comprehend









































ultimatum

combine

THIRTEENTH LESSON

91

commence		convene	
commission		consul	
commotion		conscious	
commutation		cognate	
comity		embrace	
comatose		emperor	
conceit		impartial	
contest		imperfect	
concur		impossible	
concussion		impulse	
conditionally		impoverish	
confirm		impression	
consign		engine	
confound		encourage	
consolation		ensign	
consolidation		enchant	
consternation		infirm	
conduce		invent	
consummate		invest	
convince		investigate	

unkind		fortune	
uncouth		forsake	
unlearned		foreground	
emerge		forerunner	
emotion		furlong	
inhabit		forenoon	
immersion		furnace	
inaction		further	
uneasy		furthermore	
unnoticed		furthermost	
expert		furtive	
excess		furniture	
exaggerate		forehead	
excite		foreordain	
excursion		subside	
exhaust		subsequent	
explosion		sublease	
exhibit		suburb	
oxalic		subsist	
oxidize		subacid	

COMPOUND JOINED PREFIXES

107. Two or more simple prefixes may be joined to form compounds. A few compounds may be formed by joining *re*, *dis*, *mis*, or *non* to the prefix forms:

incontestable



unconquerable



unaccounted*



incognito



incandescent



unimpaired*



uninitiated*



inexpensive*



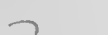
insubordinate



inform



conform



comfort



unfortunate



unforeseen



encompass



inexpedient*



inexplicable*



excommunicate



inconvenient



inconsistent



disconcert



discontinue



preconcerted



misconduct



recompense



reconcile



recognize



recommend



noncontent





































subconscious



*The initial vowel is not required because the word begins with a compound prefix.

PREFIXAL ABBREVIATIONS

108. The following are useful abbreviations under rules given in this and in previous lessons:

accomplish		economy	
afford		effort	
already		enable*	
altogether		unable*	
command		energy	
commerce		excel ^{lent} lence	
commercial		except	
committee		exchange	
communicat ^{ion}		exercise	
compare		expect	
complete		explain	
conclude		express	
conclusion		force	
confiden ^t ce		indeed	
congress		independen ^t ce	
connect		individual	
country		subject	

*See suffix *able*, page 109.

READING EXERCISE

1. The world will little note nor long remember what we say
 here, but it can never forget what they did here.
 2. It needs no prophet to tell us that those who live up to their
 means without any thought of a reverse in life can never attain
 pecuniary independence.
 3. To the cost of manufacturing and shipping add the profit of
 the manufacturer and that of the shipper—these items make up
 the price paid by the ultimate purchaser.

WRITING EXERCISE

1. "The world will little note nor long remember what we say here, but it can never forget what they did here."
2. It needs no prophet to tell us that those who live up to their means without any thought of a reverse in life can never attain pecuniary independence.
3. To the cost of manufacturing and shipping add the profit of the manufacturer and that of the shipper—these items make up the price paid by the ultimate purchaser.

FOURTEENTH LESSON

THE TR PRINCIPLE

109. Certain prefixes or letters are disjoined to express *tr* and a following vowel. The prefix is placed above the line and very close to the remainder of the word, which rests on the line of writing.

Contr- (or counter)		contract		counteract	
Constr-		construct		constraint	
Extr- Excl- (or exter)		extract		exclamation	
Intr- (or inter, enter, intel)		intricate		intellect	
Instr-		instruct		instrument	
Retr-		retract		retrograde	
Restr-		restrict		restraint	
Detr-		detract		detriment	
Distr-		distract		distribute	
Electric		electric		electric car	
Alter-		altercate		alternative	
Ultra		ultra-violet		ultramarine	

Centr-		central		centralize	
Later		lateral		latter-day	
Letter, Liter		literary		literal	
Matr- (or <i>mater</i>)		matrimony		material	
Metr-		metric		metropolis	
Nitr-		nitrate		nitrogen	
Nutr-		neutral		nutrition	
Patr- (or <i>pater</i>)		patriot		paternal	
Petr- (or <i>peter</i>)		petrol		petrify	
Austr-, ostr-		Australia		ostracism	

NOTE: This principle may be extended to *abstr-*, etc., *obstr-*, the *s* being omitted:

abstract

abstruse

obstruct

obstreperous

GENERAL EXERCISE

contraction

contravene

control

contrivance

contribute

counterfeit

contradict

countermand

contraband

construction

contrary

extravagant

contrast

extremely

extradition

2/

extraneous

2,

extraordinary

2/

external

2

exclude

2/

exclusive

2,

internal

2

interest

2

introduce

2/

intervene

2)

intelligent

2)

intelligence

2/

entertain

2/

enterprise

2)

international

2)

interpret

2/

intersect

2/

interrupt

2/

interview

2/

instruction

2/

retrieve

2/

retrospect

2/

retraction

2/

retribution

2/

restrain

2/

restriction

2/

deterioration

2/

distraction

2/

distress

2/

distrust

2/

electricity

2/

electrician

2/

electrotype

2/

electric light

2/

alteration

2/

alternation

2/

centrifugal

2/

literature

2/

liturgy

2/

letterpress

2/

maternal

pattern

metropolitan

patron

nitric

petroleum

nutriment

Austria

patrician

ostrich

COMPOUND DISJOINED PREFIXES

110. Some very useful compounds are obtained by joining simple syllables, such as *un*, *in*, *dis*, *re*, *non*, to disjoined prefixes.

uncontradicted

unconstrained

uncontrolled

inextricable

incontrovertible

uninteresting

unrestrained

reconstruction

redistribute

misinterpret

disinterested

illiterate

uninterrupted

eccentric

unintelligent

concentration

unintellectual

nonintervention

indestructible

unalterable

immaterial

compatriot

DERIVATIVES OF WORDS ENDING IN CT

111. In forming the derivatives of words ending in *ct*, as *contract*, it is not necessary to disjoin to express *ed*, *or*, *er*, or *ive*. The *t* is omitted in the primitive form (under the rule given in Par. 96), and also its derivatives.

contracted		restrictive	
contractor		unretracted	
contractive		detracted	
constructed		active	
constructor		effected	
constructive		effective	
instructed		affected	
instructor		defective	
instructive		detected	
extracted		detective	

READING EXERCISE

The enterprise is international in its appeal and should be
 of extraordinary interest to the intelligent people of every land.
 At the close of the interview the president countersigned
 the order for new electric motors to equip all the high power
 machines.
 We do not interpret the contract as permitting our cus-
 tomers to countermand their orders.
 The international society will not intervene to restrict the
 working of the new extradition laws.
 The trust will contribute a fund for the distribution of
 literature on the interpretation and construction of the laws regard-
 ing restraint of trade.

WRITING EXERCISE

1. The enterprise is international in its appeal and should be of extraordinary interest to the intelligent people of every land.
2. At the close of the interview the president countersigned the order for new electric motors to equip all the high power machines.
3. We do not interpret the contract as permitting our customers to countermand their orders.
4. The international society will not intervene to restrict the working of the new extradition laws.
5. The trust will contribute a fund for the distribution of literature on the interpretation and construction of the laws regarding restraint of trade.

FIFTEENTH LESSON

DISJOINED PREFIXES—CONTINUED

112. Aggra-e-i, expressed by loop *a*; and **Anta-e i**, by circle *a*.

aggravate

aggregate

antagonist

antipathy

113. Incl-i-e-u, expressed by *i* (small circle).

incline

inclemency

include

inclusive

114. Decla-i, expressed by *de*; and **Rec-la-i**, by *re*.

declare

decline

reclaim

recline

NOTE: On account of the distinctive character of the form, **Decla-i** may be expressed without disjoining; thus

declare

decline

declaration

declaim

115. Hydra-o, expressed by *i* (diphthong *i*).

hydrant

hydraulic

hydropathy

hydrophobia

116. Magna-e-i (or Mc), expressed by *m*; and Multi, by *mu*.

magnanimous

magnificent

McDonagh

multiform



NOTE: When a distinction is required between **Mc** and **Mac**, write the stroke double length for **Mac**

117. Over, expressed by *o*; and Under, by *u*.

overdue

overthrow

understand

underneath



118. Para, expressed by *p*; and Post, by *p* (on the line, close to the next character).

parasite

parallel

postman

postal



119. Self, Circu-m, expressed by *s* (to the left).

selfish

self-esteem

circulation

circumvent



120. Super, Supre, expressed by *s* ("comma S").

superlative

supreme

superficial

supervise



121. Short or Ship, expressed by *sh*; and Trans, by *t*.

shorthand

shipwreck

transaction

translation











































122. Suspi, Suspe, Suscep, expressed by ses.















suspicion	suspense	susceptible	suspect

GENERAL EXERCISE







aggrieve		hydrogen	
aggregation		hydrocarbon	
agriculture		magnet	
aggression		magnesia	
aggressive		magnify	
antidote		McKenzie	
anticipate		MacIntosh	
antecedent		McDougall	
antediluvian		multitude	
antithesis		multiply	
declamation		overtake	
declined		overbalance	
reclined		overcharge	
inclined		overlook	
inclination		overcome	
inclusion		overestimate	

underscore		circumstance	
undertake		superabundant	
underwrite		supercilious	
undercurrent		superfine	
paramount		supremacy	
paraphrase		superfluous	
paragraph		superior	
paradise		superintend	
paragon		suppress	
parapet		superb	
postage		shortcomings	
postpone		shipshape	
post-office		suspension	
postal card		suspend	
self-evident		transfer	
self-conscious		transition	
self-sufficient		transitory	
self-improvement		transformation	
circular		transcend	
circumference		transport	





COMPOUND DISJOINED PREFIXES

untransacted		untransferable	
untransparent		self-control	
untranslatable		self-contradiction	
disinclination		unsuspected	
self-interest		unsuspicious	
unselfish		unsusceptible	
unparalleled		electromagnet	

123. The words *misunderstand* and *misunderstood* are expressed by *stand* and *stood* placed under *mis*, with *mis* placed on the line of writing. This is extended to *understand* and *understood* when preceded by a pronoun, a wordsign or a short phrase form.

misunderstand		I do not understand	
misunderstood		I cannot understand	
we understood		thoroughly understood	

124. The words *extra*, *enter*, *over*, *under*, *short*, *alter*, *center*, *counter*, *construe*, *agree*, *deter*, are expressed by the prefixal forms placed over the next word.

extra discount		center rail	
enter into		counter claim	

FIFTEENTH LESSON

107

over the

1

alter this

2

under any

3

construe the

4

short time

5

Senator Cummings

6

READING EXERCISE

The first of the
 most important
 features of the
 new system of
 bookkeeping is
 the introduction
 of the double
 entry system
 which is a
 more complete
 and accurate
 method of
 keeping the
 books of a
 business

The first of these
 is the self-knowledge
 of the man who
 is the first of these
 is the self-knowledge
 of the man who
 is the first of these
 is the self-knowledge
 of the man who

WRITING EXERCISE

1. Self-knowledge, self-reverence, self-control, these three alone lead men to supreme power.
2. It was our understanding that Doctor MacChesney was to translate that discussion on the transplanting of magnolia trees for the next issue of the Agricultural Review.
3. The extra discount allowed on the bill for goods purchased at the regular counter was not according to the new contract in which we agree to make a special price only on sales amounting to more than \$200.
4. The circulation of the magazine is over fifty thousand without taking into account the extra copies sent out as exchanges.
5. It was self-evident that coal would be recognized as a contraband of war.
6. There was a general suspicion that his antagonist was a man of great intelligence and magnetism.
7. This system of shorthand is the very antithesis of the antiquated methods, and it is easy to demonstrate that it is vastly superior to any of them because there is a superabundance of evidence in its favor.

SIXTEENTH LESSON

JOINED SUFFIXES

125. Able, Ible, Ble, expressed by *b*; and **Ple,** by *p*.

notable

audible

noble

ample

126. Cribे, expressed by *kr*; and **Cription,** by *kr-shun*.

describe

description

prescribe

prescription

127. Flect, Flict, expressed by *fl*; and **Flection, Fliction,** by *fl-shun*.

afflict

affliction

reflect

reflection

128. Ful, expressed by *f*; **Less,** by *l*; **Ment,** by *m*; and **Ness,** by *n*.

thoughtful

artless

amusement

lateness

NOTES: (a) When *ment* is preceded by a vowel, it is generally advisable to write the word in full.

cemer

raiment

lament

foment

(b) Where the root word is abbreviated to one character, *ness* is written in full, as in the word *goodness*, which is written *g-n-e-s*. If the primitive word, although a word-sign, is more fully suggested, the suffix form is used.

fullness

littleness

gladness

friendless

(c) An angle is formed in joining *ness* where the absence of an angle would give the form of a different word.

hardness

sadness

madness

lowness

harden

sadden

madden

loan

129. Pose, expressed by *po*; Position, by *po-shun*; Pute, by *pu*; and Putation, by *pu-shun*.

impose

imposition

impute

imputation

130. Pire, expressed by *pī*; and Quire, by *kī*.

aspire

inspire

conspire

respire

acquire

inquire

require

esquire

131. Quest, expressed by *kes*; and Quisite, by *kest*.

request

conquest

requisite

exquisite

132. Self, expressed by *s*; and **Selves**, by *ses*.

himself	yourself	themselves	ourselves
<i>—</i>	<i>3</i>	<i>—</i>	<i>—</i>

133. Sult, expressed by *su*; and **Sume**, by *sm*.

result	insult	assume	resume
<i>—</i>	<i>—</i>	<i>2</i>	<i>—</i>

134. Sure, expressed by *shu*; and **Jure**, by *ju*.

assure	measure	injure	perjure
<i>9</i>	<i>—</i>	<i>7</i>	<i>9</i>

135. Tion, Sion (shun); **Tient, Cient**, by *shun-t*; and **Ciency**, by *shun-si*.

passion	patient	ancient	efficiency
<i>6</i>	<i>6</i>	<i>or</i>	<i>3</i>

136. Worth, expressed by *uth*; and **Worthy**, by *thi*.

Harmsworth	Ainsworth	praiseworthy	trustworthy
<i>—</i>	<i>—</i>	<i>6</i>	<i>—</i>

GENERAL EXERCISE

suitable	<i>—</i>	eatable	<i>—</i>
peaceable	<i>—</i>	irritable	<i>—</i>
horrible	<i>—</i>	payable	<i>—</i>
salable	<i>—</i>	humble	<i>—</i>

nimble

readable

seasonable

admissible

admirable

laudable

assignable

attainable

terrible

pliable

interminable

tangible

formidable

incomparable

endurable

traceable

credible

trouble

sample

example

simple

transcribe

transcription

inscribe

inscription

conflict

confliction

inflict

infliction

handful

bashful

useful

watchful

wonderful

successful

aimless

fearless

homeless

breathless

thoughtless

wireless	<i>an</i>	propose	<i>g</i>
moment	<i>---</i>	proposition	<i>g</i>
defacement	<i>2</i>	proposal	<i>g</i>
ornament	<i>---</i>	depose	<i>g</i>
augment	<i>---</i>	deposition	<i>g</i>
achievement	<i>g</i>	dispose	<i>g</i>
appointment	<i>---</i>	disposition	<i>g</i>
experiment	<i>---</i>	disposal	<i>g</i>
investment	<i>2</i>	decompose	<i>g</i>
comment	<i>2</i>	repute	<i>g</i>
bareness	<i>6</i>	reputation	<i>g</i>
rudeness	<i>g</i>	compute	<i>g</i>
fairness	<i>2</i>	computation	<i>g</i>
slowness	<i>---</i>	depute	<i>g</i>
expose	<i>g</i>	deputation	<i>g</i>
exposition	<i>g</i>	dispute	<i>g</i>
suppose	<i>g</i>	disputation	<i>g</i>
supposition	<i>g</i>	transpire	<i>g</i>
oppose	<i>g</i>	expire	<i>g</i>
opposition	<i>g</i>	myself	<i>g</i>

yourselves	7	conjure	7
consult	2	efficient	2
desultory	10	deficient	2
consume	2	deficiency	3
leisure	h	proficient	7
treasure	h	proficiency	7
censure	2	Ellsworth	2
pressure	9	blameworthy	2
adjure	7	noteworthy	2

COMPOUND JOINED SUFFIXES

feebleness	6	fearlessness	2
hopefulness	7	breathlessness	2
thoughtfulness	7	hopelessness	2
playfulness	7	fearlessly	2
carefulness	2	hopelessly	2
hopefully	7	impatiently	2
thoughtfully	7	actionable	2
playfully	7	fashionable	2
heedlessness	7	missionary	2
thoughtlessness	2	consultation	3

indescribable



momentary

Figure 2

measurable

7

supplementary

()

immeasurable

elementary

requirement

complimentary

1

acquisition

trustworthiness

— 20 —

READING EXERCISE

032 - 62-7-62

2908 3 2 67

$\frac{1}{2} - \frac{1}{4} = \frac{1}{4}$

0. 1 2 3 4 5 6

ca " 100 - 2 - 71 -

Handwritten signature

1880-1881-1882-1883-1884-1885-1886-1887-1888-1889-1890-1891-1892-1893-1894-1895-1896-1897-1898-1899-1900-1901-1902-1903-1904-1905-1906-1907-1908-1909-1910-1911-1912-1913-1914-1915-1916-1917-1918-1919-1920-1921-1922-1923-1924-1925-1926-1927-1928-1929-1930-1931-1932-1933-1934-1935-1936-1937-1938-1939-1940-1941-1942-1943-1944-1945-1946-1947-1948-1949-1950-1951-1952-1953-1954-1955-1956-1957-1958-1959-1960-1961-1962-1963-1964-1965-1966-1967-1968-1969-1970-1971-1972-1973-1974-1975-1976-1977-1978-1979-1980-1981-1982-1983-1984-1985-1986-1987-1988-1989-1990-1991-1992-1993-1994-1995-1996-1997-1998-1999-2000-2001-2002-2003-2004-2005-2006-2007-2008-2009-2010-2011-2012-2013-2014-2015-2016-2017-2018-2019-2020-2021-2022-2023-2024-2025-2026-2027-2028-2029-2030-2031-2032-2033-2034-2035-2036-2037-2038-2039-2040-2041-2042-2043-2044-2045-2046-2047-2048-2049-2050-2051-2052-2053-2054-2055-2056-2057-2058-2059-2060-2061-2062-2063-2064-2065-2066-2067-2068-2069-2070-2071-2072-2073-2074-2075-2076-2077-2078-2079-2080-2081-2082-2083-2084-2085-2086-2087-2088-2089-2090-2091-2092-2093-2094-2095-2096-2097-2098-2099-2100-2101-2102-2103-2104-2105-2106-2107-2108-2109-2110-2111-2112-2113-2114-2115-2116-2117-2118-2119-2120-2121-2122-2123-2124-2125-2126-2127-2128-2129-2130-2131-2132-2133-2134-2135-2136-2137-2138-2139-2140-2141-2142-2143-2144-2145-2146-2147-2148-2149-2150-2151-2152-2153-2154-2155-2156-2157-2158-2159-2160-2161-2162-2163-2164-2165-2166-2167-2168-2169-2170-2171-2172-2173-2174-2175-2176-2177-2178-2179-2180-2181-2182-2183-2184-2185-2186-2187-2188-2189-2190-2191-2192-2193-2194-2195-2196-2197-2198-2199-2200-2201-2202-2203-2204-2205-2206-2207-2208-2209-2210-2211-2212-2213-2214-2215-2216-2217-2218-2219-2220-2221-2222-2223-2224-2225-2226-2227-2228-2229-2230-2231-2232-2233-2234-2235-2236-2237-2238-2239-2240-2241-2242-2243-2244-2245-2246-2247-2248-2249-2250-2251-2252-2253-2254-2255-2256-2257-2258-2259-2260-2261-2262-2263-2264-2265-2266-2267-2268-2269-2270-2271-2272-2273-2274-2275-2276-2277-2278-2279-2280-2281-2282-2283-2284-2285-2286-2287-2288-2289-2290-2291-2292-2293-2294-2295-2296-2297-2298-2299-2300-2301-2302-2303-2304-2305-2306-2307-2308-2309-2310-2311-2312-2313-2314-2315-2316-2317-2318-2319-2320-2321-2322-2323-2324-2325-2326-2327-2328-2329-2330-2331-2332-2333-2334-2335-2336-2337-2338-2339-2340-2341-2342-2343-2344-2345-2346-2347-2348-2349-2350-2351-2352-2353-2354-2355-2356-2357-2358-2359-2360-2361-2362-2363-2364-2365-2366-2367-2368-2369-2370-2371-2372-2373-2374-2375-2376-2377-2378-2379-2380-2381-2382-2383-2384-2385-2386-2387-2388-2389-2390-2391-2392-2393-2394-2395-2396-2397-2398-2399-2400-2401-2402-2403-2404-2405-2406-2407-2408-2409-2410-2411-2412-2413-2414-2415-2416-2417-2418-2419-2420-2421-2422-2423-2424-2425-2426-2427-2428-2429-2430-2431-2432-2433-2434-2435-2436-2437-2438-2439-2440-2441-2442-2443-2444-2445-2446-2447-2448-2449-2450-2451-2452-2453-2454-2455-2456-2457-2458-2459-2460-2461-2462-2463-2464-2465-2466-2467-2468-2469-2470-2471-2472-2473-2474-2475-2476-2477-2478-2479-2480-2481-2482-2483-2484-2485-2486-2487-2488-2489-2490-2491-2492-2493-2494-2495-2496-2497-2498-2499-2500-2501-2502-2503-2504-2505-2506-2507-2508-2509-2510-2511-2512-2513-2514-2515-2516-2517-2518-2519-2520-2521-2522-2523-2524-2525-2526-2527-2528-2529-2530-2531-2532-2533-2534-2535-2536-2537-2538-2539-2540-2541-2542-2543-2544-2545-2546-2547-2548-2549-2550-2551-2552-2553-2554-2555-2556-2557-2558-2559-2560-2561-2562-2563-2564-2565-2566-2567-2568-2569-2570-2571-2572-2573-2574-2575-2576-2577-2578-2579-2580-2581-2582-2583-2584-2585-2586-2587-2588-2589-2590-2591-2592-2593-2594-2595-2596-2597-2598-2599-2600-2601-2602-2603-2604-2605-2606-2607-2608-2609-2610-2611-2612-2613-2614-2615-2616-2617-2618-2619-2620-2621-2622-2623-2624-2625-2626-2627-2628-2629-2630-2631-2632-2633-2634-2635-2636-2637-2638-2639-2640-2641-2642-2643-2644-2645-2646-2647-2648-2649-2650-2651-2652-2653-2654-2655-2656-2657-2658-2659-2660-2661-2662-2663-2664-2665-2666-2667-2668-2669-2670-2671-2672-2673-2674-2675-2676-2677-2678-2679-2680-2681-2682-2683-2684-2685-2686-2687-2688-2689-2690-2691-2692-2693-2694-2695-2696-2697-2698

2. 10. 1919

Very truly yours

SEVENTEENTH LESSON

DISJOINED SUFFIXES

137. **Ingly**, expressed by *ly*, placed in the *ing* position;
Ington, expressed by *ton*, placed in the *ing* position;
Ingham, expressed by *m*, placed in the *ing* position.

knowingly

Washington

Kensington

Dillingham

138. **Bility**, expressed by *b*; **Ification**, by *f*; **Gram**,
Grim, by *g*; **Mental**, **Mentality**, by *m*; **Ship**, by *sh*.

ability

feasibility

specification

monogram

experimental

fundamental

partnership

ownership

NOTES: (a) After *t* and *d*, *ification* may be joined, as the absence of the blend clearly shows that *f* is a suffix sign.

modification

notification

edification

ratification

(b) In many words *ship* may be joined.

friendship

workmanship

hardship

authorship


139. Hood or Ward, expressed by *d*.

childhood	likelihood	homeward	downward
-----------	------------	----------	----------

			
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NOTE: In many words *ward* may be joined.

forward	afterwards	towards	backward
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140. Acle, Ical, Icle, expressed by *k*.

tentacle	medical	classical	chronicle
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141. Itis, expressed by *ts*.

appendicitis	meningitis	peritonitis	tonsillitis
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142. Ulate, expressed by *u*. In forming derivatives, the other letters are added.

modulate	modulated	insulate	insulator
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insulation	formulate	emulate	emulative
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























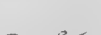














NOTE: In most words *ulate* and its derivatives may be joined with perfect safety.

speculated	speculation	speculator	speculative
------------	-------------	------------	-------------

			
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GENERAL EXERCISE

ingly		nobility	
appallingly		sensibility	
strikingly		advisability	
meaningly		legibility	
soothingly		desirability	
warningly		affability	
pleadingly		qualification	
cheerfully		gratification	
longingly		signification	
exceedingly		classification	
grudgingly		mortification	
Millington		indemnification	
Farmington		identification	
Warrington		certification	
Wellington		lettergram	
Harrington		phraseogram	
Rockingham		epigram	
Cunningham		cablegram	
plausibility		pilgrim	

anagram		livelihood	
sentimental		knighthood	
ornamental		statehood	
monumental		onward	
clerkship		upward	
apprenticeship		northward	
airship		southward	
township		eastward	
steamship		westward	
kinship		awkward	
warship		reward	
worship		article	
womanhood		clerical	
manhood		physical	
girlhood		psychical	
boyhood		musical	
hardihood		icicle	
motherhood		radical	
brotherhood		technical	
neighborhood		cuticle	

SEVENTEENTH LESSON

121

ethical		manipulation	
magical		populated	
nautical		articulate	
bicycle		articulation	
periodical		inarticulate	
gastritis		formulated	
stimulate		adulation	
stimulated		expostulate	
stipulate		regulate	
stipulation		matriculate	
cumulative		perambulate	
manipulate		speculate	

READING EXERCISE

1. The classification and identification of the candidates proved
 to be an exceedingly difficult task.
 2. If you have the essential educational qualifications, we can
 easily arrange for the certification.
 3. The technical nature of the matter makes the work of the
 medical reporter very difficult.
 4. An article on psychical research appeared in a recent issue of
 the periodical.
 5. Every girl, when she reaches womanhood, should be prepared
 to earn her own livelihood even though there is no likelihood of
 her being called upon to do so.
 6. You may matriculate in the college when you receive a noti-
 fication of your eligibility.
 7. The articles of co-partnership were drawn up according to
 the specifications.
 8. The law stipulated that the statement of ownership should
 be published every six months.

WRITING EXERCISE

1. The classification and identification of the candidates proved to be an exceedingly difficult task.
2. If you have the essential educational qualifications, we can easily arrange for the certification.
3. The technical nature of the matter makes the work of the medical reporter very difficult.
4. An article on psychical research appeared in a recent issue of the periodical.
5. Every girl, when she reaches womanhood, should be prepared to earn her own livelihood even though there is no likelihood of her being called upon to do so.
6. You may matriculate in the college when you receive a notification of your eligibility.
7. The articles of co-partnership were drawn up according to the specifications.
8. The law stipulated that the statement of ownership should be published every six months.

EIGHTEENTH LESSON .

DISJOINED SUFFIXES—CONTINUED

143. -Rity, -Lity, -City, -Vity, -Nity, -Mity, with or without a preceding vowel, expressed by *r, l, s, v, nt, mt*, respectively.

Arity, Etc.

popularity



prosperity



majority



Ality, Etc.

brutality



utility



frivolity



Acity, Etc.

tenacity



felicity



pomposity



Avity, Etc.

depravity



nativity



brevity



Anity, Etc.

urbanity



trinity



affinity



Amity, Etc.

calamity



sublimity



proximity



NOTE: In words ending with *crnity*, the reversed circle is used to express *cr* before the suffix sign:

fraternity

eternity

taciturnity

144. -Stic, with a preceding vowel, expressed by *st*.

elastic

domestic

artistic

atheistic

145. -Tic, with a preceding vowel, expressed by *large circle*; **-Tical**, with a preceding vowel, expressed by a *loop*. In forming derivatives, the other letters are added.

politic

politics

energetic

energetically

hypnotic

systematic

systematical

systematically

NOTE: In many cases the *loop* may be joined.

political

theoretical

grammatical

automatical

146. -Ntic, with a preceding vowel, expressed by *n*. In forming derivatives, the other letters are added.

gigantic

authentic

frantic

frantically

147. Egraph, Igraph, expressed by *small circle* placed over the last character. A *loop* expresses *egraphy, igrathy*. In forming derivatives, the other letters are added.

telegraph	calligraph	telegraphy	telegrapher
-----------	------------	------------	-------------

			
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148. Ograph, expressed by *o*. In forming derivatives, the other letters are added.

lithograph	autograph	photograph	phonograph
------------	-----------	------------	------------


			
---	---	---	---

lithography	lithographer	lithographic	typography
-------------	--------------	--------------	------------

			
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NOTE: In most words *ograph* and its derivatives may be joined:

photography	stenography	stenographer	phonographer
-------------	-------------	--------------	--------------

			
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149. -Logy, -Logical, with a preceding vowel, expressed by *o* (on its side, as in writing *ol*). The letter *e* is added to express *-logically*, *s* to express *-logist*, *n* to express *-logian*.







































analogy	genealogically	geologist	pathologist
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theology	theologically	theologist	theologian
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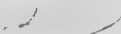
















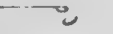


















			
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GENERAL EXERCISE

singularity		technicality	
solidarity		vitality	
hilarity		mortality	
regularity		morality	
familiarity		fidelity	
sincerity		docility	
temerity		versatility	
priority		facility	
minority		futility	
authority		garrulity	
futurity		incredulity	
security		capacity	
alacrity		mendacity	
integrity		veracity	
reality		loquacity	
nationality		complicity	
rascality		publicity	
punctuality		elasticity	
criminality		passivity	

EIGHTEENTH LESSON

127

vicinity		romantically	
divinity		Atlantic	
femininity		calligraphy	
humanity		telegraphic	
Christianity		photographic	
extremity		photographer	
dignity		phonography	
journalistic		stenographic	
majestic		autographed	
statistics		biography	
automatic		mimeograph	
erratic		geography	
critic		geographical	
critical		hectograph	
critically		physiological	
pneumatic		physiologically	
phonetic		psychological	
despotic		biology	
theoretically		ornithology	
romantic		chronological	

doxology

entomologist

tautology

phrenologist

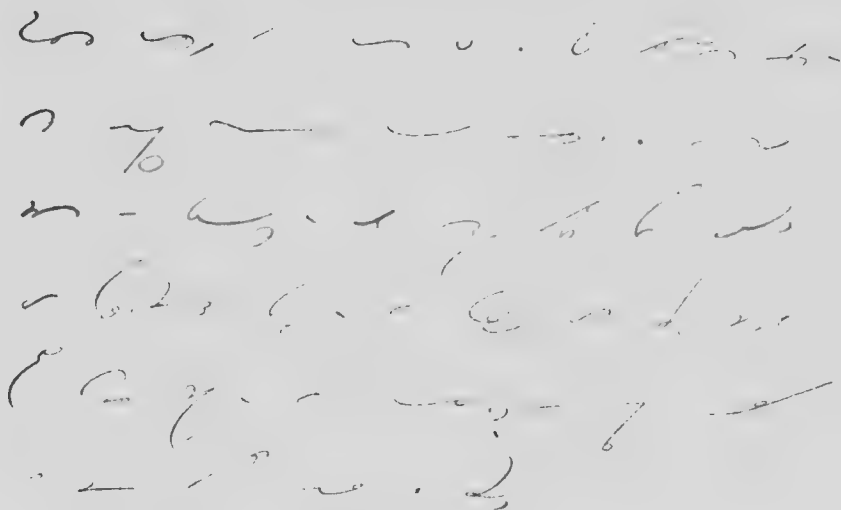
analogically

mythology

entomology

philology

READING EXERCISE


























WRITING EXERCISE

1. The importance of punctuality and veracity cannot be over-estimated.
2. Tenacity of purpose and fidelity to the interests of the business were qualities which led to his rapid advancement.
3. In making a mimeographed copy of the tabulated report be sure to arrange the statistics in chronological order.
4. The professor of biology sent me an autograph copy of his book.
5. A knowledge of phonetics is an aid to the student of phonography.
6. In the capacity of athletic director the instructor of stenography showed great business ability.
7. We do not question his veracity, but it is necessary for him to go through the formality of filing a bond for security.
8. The stenographer should have a thorough familiarity with the spelling of important geographical names.

























NINETEENTH LESSON

ADVANCED PHRASE WRITING

150. Omission of Words. The rules for the omission of words in phrase writing are of great importance, and should be carefully studied. We now give a few more illustrations.

in order to judge		for the time being	
in order to prepare		I would like to know	
in order to see		I would like to have	
on the subject		I am of the opinion	
question of time		kindly let us know	
sooner or later		bill of particulars	
little or no		thanking you for your attention	
little or nothing		do you mean to say	
in the matter			
in the market		in such a manner	
on the market		on account of the way	
up to the time		some time or other,	

151. Intersection. The expedient known as intersection, or the writing of one character through another, is sometimes useful for special phrases. In applying this expedient the writer must rely very largely upon his own judgment. In his daily work as stenographer or reporter, he may find some terms peculiar to the business in which he is engaged occurring so frequently that special forms may be adopted for them which will be brief and yet absolutely distinctive. Very often the intersection of one character through another will meet the exigency. The following are useful examples:

A. D.		Democratic party	
A. M.		Republican party	
P. M.		Progressive party	
C. O. D.		political party	
price list		Baltimore & Ohio (B. & O.)	
list price		New York Central	
selling price		Michigan Central	
market price		Illinois Central	
Chamber of Commerce		Union Pacific	
Board of Trade		Canadian Pacific	
Board of Education		Northern Pacific	
Board of Managers		Grand Trunk	

General Manager	7--	inclosed blank	7
Assistant General Manager	7--	application blank	7
endowment policy	7	order blank	7
indemnity policy	7	Great Britain	7
bank draft	7	bond and mortgage	7
vice versa	7	Associated Press	7

152. Indication of "Ing." *Ing-the, ing-thct, ing-you, ing-your, ing-his, ing-their, ing-and, ing-his, ing-us,* is expressed by writing the word following *ing* in the *ing* position—just as *ington* is expressed by writing *ton* in the *ing* position.

doing the	7	knowing the	7
doing his	7	knowing their	7
doing your	7	knowing this	7
doing their	7	working and	7
doing this	7	having the	7
giving the	7	having their	7
giving their	7	having your	7
giving you	7	coming and	7
giving us	7	seeing this	7
mailing you	7	wishing that	7

153. Modification of Word Forms. As previously explained, the forms for certain words are modified to permit of phrase writing. The following are useful illustrations:

Week		Possible	
past week		as soon as possible	
last week		as near as possible	
this week		least possible delay	
next week		Early	
for the past week		at as early a date as possible	
for last week		at your early convenience	
for this week		at your earliest convenience	
for next week		at your earliest possible convenience	
Few		Sorry	
for a few weeks		I am sorry to hear	
for a few months		I am sorry to learn	
few weeks ago		we are sorry to hear	
few hours ago		we are sorry to report	
		we are sorry to say	
Ago		I am very sorry	
year or two ago		you will be sorry	
many years ago			

Esteemed		by this day's mail	<i>h-e-</i>
esteemed favor	<i>J</i>	by return mail	<i>h</i>
your esteemed favor	<i>J</i>	by mail	<i>L</i>
esteemed le	<i>2</i>	by same mail	<i>J</i>
your esteemed letter	<i>2</i>	by early mail	<i>L</i>
I am in receipt of your esteemed letter	<i>o-o</i>	Course	
I am in receipt of your esteemed favor	<i>o-y</i>	of course	<i>u</i>
we are in receipt of your esteemed favor	<i>o-y</i>	of course it is	<i>u</i>
we are in receipt of your esteemed letter	<i>o-o</i>	as a matter of course	<i>2-h</i>
Beg		Fact	
I beg to acknowledge receipt	<i>L</i>	as a matter of fact	<i>2-o</i>
I beg to inclose	<i>L</i>	call your attention to the fact	<i>u</i>
I beg to thank you	<i>L</i>	in point of fact	<i>y</i>
we beg to acknowledge	<i>L</i>	you are aware of the fact	<i>u-y</i>
edge receipt	<i>L</i>	I am aware of the fact	<i>u-y</i>
		well-known fact	<i>u-y</i>
Mail		Sure	
by this mail	<i>h</i>	be sure	<i>h</i>
by to-day's mail	<i>h</i>	to be sure	<i>h</i>
		you may be sure	<i>h</i>

we are sure	21	Account	
you will be sure	27	on account of that	28
Please		on account of this	28
please find inclosed	28	on account of my	28
inclosed please find	28	on account of the fact	28
please let us hear from you	28	Thank	
I would be pleased	28	thanking you for	28
we will be pleased	28	thanking you for your attention	28
Present		thanking you for your kind attention	28
present time	28	thanking you for your favor	28
at the present time	28	thanking you for your letter	28
at the present moment	28	I desire to thank you	28
on the present occasion	28	I have to thank you for	28
Class		Order	
first-class	28	your order	28
first-class manner	28	we have your order	28
first-class condition	28	thanking you for your order	28
Again		City	
over and over again	28	city of Chicago	28
again and again	28	city of Boston	28

Department		Company	
treasury department	<i>W</i>	and company	<i>h</i>
war department	<i>W</i>	railroad company	<i>W</i>
navy department	<i>W</i>	express company	<i>W</i>
post-office department	<i>W</i>	insurance company	<i>W</i>
state department	<i>W</i>	transportation company	<i>W</i>
police department	<i>W</i>	telephone company	<i>W</i>
fire department	<i>W</i>	electric company	<i>W</i>
legal department	<i>W</i>	electrical company	<i>W</i>
inquiry department	<i>W</i>	trust company	<i>W</i>
credit department	<i>W</i>	Us	
shoe department	<i>W</i>	to us	<i>W</i>
furniture department	<i>W</i>	write us	<i>W</i>
purchasing department	<i>W</i>	please write us	<i>W</i>
shipping department	<i>W</i>	please wire us	<i>W</i>
mail order department	<i>W</i>	kindly give us	<i>W</i>
Avenue		Holder	
Washington Avenue	<i>W</i>	stockholder	<i>W</i>
Wabash Avenue	<i>W</i>	shareholder	<i>W</i>
Massachusetts Avenue	<i>W</i>	policyholder	<i>W</i>

READING EXERCISE

1. 2nd 1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th 13th 14th 15th 16th 17th 18th 19th 20th 21st 22nd 23rd 24th 25th 26th 27th 28th 29th 30th 31st 32nd 33rd 34th 35th 36th 37th 38th 39th 40th 41st 42nd 43rd 44th 45th 46th 47th 48th 49th 50th 51st 52nd 53rd 54th 55th 56th 57th 58th 59th 60th 61st 62nd 63rd 64th 65th 66th 67th 68th 69th 70th 71st 72nd 73rd 74th 75th 76th 77th 78th 79th 80th 81st 82nd 83rd 84th 85th 86th 87th 88th 89th 90th 91st 92nd 93rd 94th 95th 96th 97th 98th 99th 100th 101st 102nd 103rd 104th 105th 106th 107th 108th 109th 110th 111th 112th 113th 114th 115th 116th 117th 118th 119th 120th 121st 122nd 123rd 124th 125th 126th 127th 128th 129th 130th 131st 132nd 133rd 134th 135th 136th 137th 138th 139th 140th 141st 142nd 143rd 144th 145th 146th 147th 148th 149th 150th 151st 152nd 153rd 154th 155th 156th 157th 158th 159th 160th 161st 162nd 163rd 164th 165th 166th 167th 168th 169th 170th 171st 172nd 173rd 174th 175th 176th 177th 178th 179th 180th 181st 182nd 183rd 184th 185th 186th 187th 188th 189th 190th 191st 192nd 193rd 194th 195th 196th 197th 198th 199th 200th 201st 202nd 203rd 204th 205th 206th 207th 208th 209th 210th 211th 212th 213th 214th 215th 216th 217th 218th 219th 220th 221st 222nd 223rd 224th 225th 226th 227th 228th 229th 230th 231st 232nd 233rd 234th 235th 236th 237th 238th 239th 240th 241st 242nd 243rd 244th 245th 246th 247th 248th 249th 250th 251st 252nd 253rd 254th 255th 256th 257th 258th 259th 260th 261st 262nd 263rd 264th 265th 266th 267th 268th 269th 270th 271st 272nd 273rd 274th 275th 276th 277th 278th 279th 280th 281st 282nd 283rd 284th 285th 286th 287th 288th 289th 290th 291st 292nd 293rd 294th 295th 296th 297th 298th 299th 300th 301st 302nd 303rd 304th 305th 306th 307th 308th 309th 310th 311th 312th 313th 314th 315th 316th 317th 318th 319th 320th 321st 322nd 323rd 324th 325th 326th 327th 328th 329th 330th 331st 332nd 333rd 334th 335th 336th 337th 338th 339th 340th 341st 342nd 343rd 344th 345th 346th 347th 348th 349th 350th 351st 352nd 353rd 354th 355th 356th 357th 358th 359th 360th 361st 362nd 363rd 364th 365th 366th 367th 368th 369th 370th 371st 372nd 373rd 374th 375th 376th 377th 378th 379th 380th 381st 382nd 383rd 384th 385th 386th 387th 388th 389th 390th 391st 392nd 393rd 394th 395th 396th 397th 398th 399th 400th 401st 402nd 403rd 404th 405th 406th 407th 408th 409th 410th 411th 412th 413th 414th 415th 416th 417th 418th 419th 420th 421st 422nd 423rd 424th 425th 426th 427th 428th 429th 430th 431st 432nd 433rd 434th 435th 436th 437th 438th 439th 440th 441st 442nd 443rd 444th 445th 446th 447th 448th 449th 450th 451st 452nd 453rd 454th 455th 456th 457th 458th 459th 460th 461st 462nd 463rd 464th 465th 466th 467th 468th 469th 470th 471st 472nd 473rd 474th 475th 476th 477th 478th 479th 480th 481st 482nd 483rd 484th 485th 486th 487th 488th 489th 490th 491st 492nd 493rd 494th 495th 496th 497th 498th 499th 500th 501st 502nd 503rd 504th 505th 506th 507th 508th 509th 510th 511th 512th 513th 514th 515th 516th 517th 518th 519th 520th 521st 522nd 523rd 524th 525th 526th 527th 528th 529th 530th 531st 532nd 533rd 534th 535th 536th 537th 538th 539th 540th 541st 542nd 543rd 544th 545th 546th 547th 548th 549th 550th 551st 552nd 553rd 554th 555th 556th 557th 558th 559th 560th 561st 562nd 563rd 564th 565th 566th 567th 568th 569th 570th 571st 572nd 573rd 574th 575th 576th 577th 578th 579th 580th 581st 582nd 583rd 584th 585th 586th 587th 588th 589th 590th 591st 592nd 593rd 594th 595th 596th 597th 598th 599th 600th 601st 602nd 603rd 604th 605th 606th 607th 608th 609th 610th 611th 612th 613th 614th 615th 616th 617th 618th 619th 620th 621st 622nd 623rd 624th 625th 626th 627th 628th 629th 630th 631st 632nd 633rd 634th 635th 636th 637th 638th 639th 640th 641st 642nd 643rd 644th 645th 646th 647th 648th 649th 650th 651st 652nd 653rd 654th 655th 656th 657th 658th 659th 660th 661st 662nd 663rd 664th 665th 666th 667th 668th 669th 670th 671st 672nd 673rd 674th 675th 676th 677th 678th 679th 680th 681st 682nd 683rd 684th 685th 686th 687th 688th 689th 690th 691st 692nd 693rd 694th 695th 696th 697th 698th 699th 700th 701st 702nd 703rd 704th 705th 706th 707th 708th 709th 710th 711th 712th 713th 714th 715th 716th 717th 718th 719th 720th 721st 722nd 723rd 724th 725th 726th 727th 728th 729th 730th 731st 732nd 733rd 734th 735th 736th 737th 738th 739th 740th 741st 742nd 743rd 744th 745th 746th 747th 748th 749th 750th 751st 752nd 753rd 754th 755th 756th 757th 758th 759th 760th 761st 762nd 763rd 764th 765th 766th 767th 768th 769th 770th 771st 772nd 773rd 774th 775th 776th 777th 778th 779th 780th 781st 782nd 783rd 784th 785th 786th 787th 788th 789th 790th 791st 792nd 793rd 794th 795th 796th 797th 798th 799th 800th 801st 802nd 803rd 804th 805th 806th 807th 808th 809th 810th 811th 812th 813th 814th 815th 816th 817th 818th 819th 820th 821st 822nd 823rd 824th 825th 826th 827th 828th 829th 830th 831st 832nd 833rd 834th 835th 836th 837th 838th 839th 8

a s d "b r r d."
 2. e r r i b d r
 or y l e r r y r r
 d m. ————— 2

WRITING EXERCISE

1. Gentlemen: As requested we are sending you a copy of our price list giving illustrations and full descriptions of all the articles we now handle. If you are in the market for anything in our line we should like to have our representative call on you with samples.

Thanking you for the inquiry and hoping to be favored with your order, we are

Very truly yours, (66)

2. Dear Sir: A few days ago we received a letter from you in which you asked us to furnish you with information about a firm in this city. We are sorry to report that this firm has never done business with us and that therefore we have no data in our files about it. We have heard again and again that these people are doing a good business and so far as we know their affairs are in first-class condition at the present time. We regret to state that we cannot give you further details.

Yours very truly, (99)



























3. Gentlemen: Thank you for the order which has just been received. This order will be filled immediately with the exception of the second item. As our supply of this article is completely exhausted we shall be unable to ship for a few days. We trust that this arrangement will be entirely satisfactory to you and that you will not be inconvenienced by the delay.

Assuring you of our prompt attention at all times, we are

Very respectfully yours, (78)

TWENTIETH LESSON

INITIALS

A		H		O		V	
B		I		P		W	
C		J		Q		X	
D		K		R		Y	
E		L		S		Z	
F		M		T			
G		N		U			

154. It should be borne in mind that there is no context to initials. They should therefore be written with unusual care. Many writers prefer to write initials in longhand, and if this is done a great saving in time may be effected by writing them in small letters and joining the letters, thus:

A. B. Smith

ab sm

C. D. Brown

cd br

E. F. Jones

ef jo

STATES AND TERRITORIES

(The contractions used are those adopted by the Post-Office Department.)

Ala.	<i>el</i>	Ky.	<i>u</i>	Ohio	<i>o</i>
Alaska	<i>eh</i>	La.	<i>l</i>	Okla.	<i>ok</i>
Ariz.	<i>el</i>	Me.	<i>me</i>	Oreg.	<i>or</i>
Ark.	<i>e</i>	Md.	<i>md</i>	Pa.	<i>pa</i>
Calif.	<i>cal</i>	Mass.	<i>ma</i>	P. I.	<i>pi</i>
Colo.	<i>co</i>	Mich.	<i>mi</i>	P. R.	<i>pr</i>
Conn.	<i>cn</i>	Minn.	<i>mn</i>	R. I.	<i>ri</i>
Del.	<i>de</i>	Miss.	<i>ms</i>	S. C.	<i>sc</i>
D. C.	<i>dc</i>	Mo.	<i>mo</i>	S. Dak.	<i>sd</i>
Fla.	<i>fl</i>	Mont.	<i>mt</i>	Tenn.	<i>tn</i>
Ga.	<i>ga</i>	Nebr.	<i>nb</i>	Tex.	<i>tx</i>
Guam	<i>gm</i>	Nev.	<i>nv</i>	Utah	<i>ut</i>
Hawaii	<i>hi</i>	N. H.	<i>nh</i>	Vt.	<i>vt</i>
Idaho	<i>id</i>	N. I.	<i>ni</i>	Va.	<i>va</i>
Ill.	<i>il</i>	N. Mex.	<i>nm</i>	Wash.	<i>wa</i>
Ind.	<i>in</i>	N. Y.	<i>ny</i>	W. Va.	<i>wv</i>
Iowa	<i>io</i>	N. C.	<i>nc</i>	Wis.	<i>wi</i>
Kans.	<i>ks</i>	N. Dak.	<i>nd</i>	Wyo.	<i>wy</i>

PRINCIPAL CITIES

New York	Jersey	Amherst
Chicago	Kansas	Montgomery
Philadelphia	Seattle	Rockford
St. Louis	Indianapolis	Pittsburg
Boston	Providence	Oakland
Cleveland	Louisville	Palmer
Baltimore	Rochester	Portland
Pittsburgh	St. Paul	Grand Rapids
Detroit	Denver	Wichita
Buffalo	Portland	Billings
San Francisco	Columbus	Embridge
Milwaukee		Spokane
Cincinnati		Bridgeport
Newark		Albany
New Orleans		Hartford
Washington	Syracuse	Frederick
Los Angeles	New Haven	New Bedford
Minneapolis	Birmingham	San Antonio

155. The terminations *burg*, *ville*, *field*, *port* may generally be expressed by the first letter, joined or disjoined as convenient; and *ford*, by *fd*.

Harrisburg

Evansville

Williamsport

Fitchburg

Knoxville

Oxford

Danville

Springfield

Rockford

Zanesville

Davenport

Hanford

Jacksonville

Newport

Milford

156. A clear distinction should be made between *ton* and *town*.

Johnston

Johnstown

Charleston

Charlestown

157. The names of cities and states may often be joined.

Buffalo, N. Y.

Detroit, Mich.

Rochester, N. Y.

Baltimore, Md.

St. Louis, Mo.

Chicago, Ill.

Minneapolis, Minn.

Denver, Colo.

St. Paul, Minn.

Memphis, Tenn.

Washington, D. C.

Omaha, Nebr.

Boston, Mass.

Louisville, Ky.

158. When the words "State of" precede the name of a state, omit *of* and join the words, if convenient.

State of New York	<i>ve</i>	State of Massachusetts	<i>ve</i>
State of Nebraska	<i>ve</i>	State of Pennsylvania	<i>ve</i>
State of Illinois	<i>ve</i>	State of Louisiana	<i>ve</i>

POINTS OF THE COMPASS, ETC.

159. In certain lines of business the following forms will be found very useful.

north	<i>n</i>	northeast	<i>ne</i>
south	<i>s</i>	southeast	<i>se</i>
east	<i>e</i>	northwestern	<i>nw</i>
west	<i>w</i>	southwestern	<i>sw</i>
northern	<i>n</i>	northeastern	<i>ne</i>
southern	<i>s</i>	southeastern	<i>se</i>
eastern	<i>e</i>	northwest quarter	<i>nw</i>
western	<i>w</i>	southwest quarter	<i>sw</i>
northwest	<i>nw</i>	northeast quarter	<i>ne</i>
southwest	<i>sw</i>	southeast quarter	<i>se</i>

GENERAL RULES

160. When the distinctive appearance of the primitive word-form can be preserved, it is allowable to join to form the derivatives.

favorable

careless

nameless

fable

kill

nail

161. If it should be found desirable to indicate with precision the short sound of any vowel, a small curve can be placed beneath the vowel.

minion

immigrate

onion

writ

NOTE: This expedient is seldom necessary. It is useful, occasionally, to make a clear distinction between words like *return* and *writ*, *emigrate* and *immigrate*, and between the diphthong *ū* and *iū*, as in *minion*.

162. The following words are given to illustrate the importance of placing the second circle outside the line when two circles are joined.

namely

daily

payee

carry

nigh

die

pie

kind

163. There are a few infrequent words, consisting of several vowels in succession — usually Indian names — in which it is more convenient to write the letters separately, and to indicate their connection by drawing a line underneath.

Lehigh

ayah

yahoo

164. In the termination "n-ment" the jog between the N and M may be omitted.

assignment

consignment

refinement

discernment

adjournment

atonement

165. In the termination *gency*, the N may be omitted.

agency

contingency

emergency

exigency

urgency

cogency

166. A very easy and graceful blend may be secured by joining S to V without an angle in the termination *sive*.

expensive

expansive

offensive

extensive

defensive

intensive

167. The Scotch or German *ch*, the Irish *gh*, and the Welsh *ll* may be expressed by a dot over *k*, *g*, and *l*, respectively.

Loch

Ach

Lough

Llan

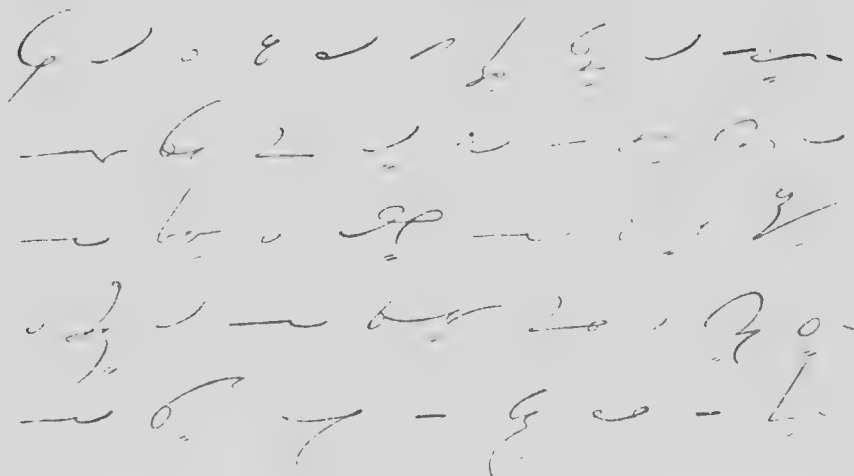
168. The contracted forms for *hundred* and *thousand* are employed only where these words are preceded by numerals, the article *a* or some such word, as *few*, *many*, *several*. Note the following.

KEY: Thousands of people visited the Exposition and it was said that hundreds were turned away.

Several hundred came to the convention. I have disposed of a thousand copies of the magazine.

READING EXERCISE

~ f | e m - 20 d
 n f | d - n e 4 d - f
 b n - d - n e - f -
 - 2 f - d m - e
 f - e - o f - d - u d
 12 n m - n u p -
 e - r - d - (- 2 9
 (2 - - - - -
 - f | d - - - -
 f - d - - - -
 - - - - -
 - - - - -
 - - - - -
 - - - - -



WRITING EXERCISE

1. In the United States, immigration always greatly exceeds emigration.

2. The election writs were correctly made out but the returns were far in excess of all expectations.

3. The laws in the state of New York differ from those in the state of Nebraska in this respect.



















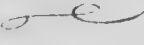



































4. Almost daily many people are killed through the carelessness of agents of the electric railway companies.

5. The payee of this draft, Mr. J. M. Johnstown, is unknown to us and it will be necessary for him to be identified before we can give him the money.

6. The firm positively declined to accept the consignment of oranges from Florida. They claimed that this shipment had been damaged on account of the carelessness in nailing the boxes as well as by the unfavorable climatic condition during transit.

7. The urgency of the case called for emergency measures and the manager, Mr. R. K. Johnson, after an exhaustive study of the matter decided that the plan proposed by one of the agents, Mr. D. E. Hanford, is the only way out of the difficulty.

A SHORT VOCABULARY

A					
abundant		approval		casual-ly	
accident		approve		catalog	
accom- modation		approximate		century	
address		arbitrary		church	
adminis- trator		architect		citizen	
affidavit		assemblage		civil	
amalgamate		attach		civilization	
amalgama- tion		attorney		coincide	
America		authenticity		comparative	
among		authorita- tive		conclusive	
amount		automobile		congregation	
annual		B		consonant	
another		bankrupt		conspicuous	
anxious		behold		constant	
appear		benevolent		cordial	
appearance		benignant		corroborate	
application		boulevard		cosmopolitan	
apprehend		C		count	
		cabinet		coupon	

covenant

crucible

cultivation

curious

D

danger

dangerous

deceive

default

defendant

degenerate

delegate

delegation

democrat-ic

demoralize

deponent

designate

develop

disadvantage

disaster

discover

dispropor-
tionatedissatisfac-
tion

dividend

doctrine

duration

E

earnest

economical

election

engage

English

employer

enormous

envelope

equality

equivalent

etc.

evaporate

execute

executive

exorbitant

expedient

F

flour

fulfill

G

generation

glorious

glory

H

handkerchief

headquarter

hieroglyphic

hitherto

horizontal





















































husband

I

ignorant

illustrate

inclosure		legislative		P	
incoherent		legislator		parcel	
incompre- hensible		legislature		parliament	
indefatigable		likewise		partial	
indis- pensable		litigation		passenger	
inherit		logic		persecute	
instanta- neous		luxury		persevere	
instead				plaintiff	
		M		practical	
institute		manuscript		practice	
institution		messenger		precede	
intend		misdemeanor		prevail	
introduction		modern		procedure	
iron				proceed	
		N		production	
J		negligence		promulgate	
jurisdiction				property	
juxtaposition		O		prosecute	
		obedient		prospectus	
L		obligation		prove	
laboratory		o'clock			
legislate		operation			
legislation					

provoke		situation		United States	
punctuation		social		United States of America	
Q		specific		universe	
qualify		specify		unusual	
quarter		steady, study		V	
R		strengthen		variety	
really		struggle		various	
reason		stupidity		verdict	
reciprocate		subaltern		versatile	
refuse		support		versus	
remunerate		sympathy		vocabulary	
repugnant		T		vocation	
resignation		testimonial		volunteer	
revolution		testimony		vote	
revolutionize		thankful		W	
righteous		thermometer		warrant	
rule		thwart		warehouse	
S		tranquil		wholesale	
salesman		U		withdrew	
secretary		unavoidable			

SHORTHAND AS A MEANS OF MENTAL CULTURE

(For key, see page 154.)

s u d c - o l - e l - a y
 o - - - - - - - - - -
 d - - - - - - - - - -
 h - - - - - - - - - -
 i - - - - - - - - - -
 u - - - - - - - - - -
 e - - - - - - - - - -
 o - - - - - - - - - -
 (- - - - - - - - - -)
 - - - - - - - - - -
 - - - - - - - - - -
 s - - - - - - - - - -
 g - - - - - - - - - -
 e - - - - - - - - - -
) - - - - - - - - - -
 - - - - - - - - - -
 e - - - - - - - - - -
 e - - - - - - - - - -

SHORTHAND AS A MEANS OF MENTAL
CULTURE

(Key to Shorthand Plate on page 153)

With shorthand every person may form his own books of reference according to his own requirements, and that in the same space as though they were printed; and no selection of printed books would contain and only contain what he wanted. Any person who will collect only for a brief time such facts into shorthand as appear likely to be useful in life, and sometimes read over what is so collected, will find the *ideas* secured again and again recurring in future reading. If this selecting be continued, it will come to be recognized that every newspaper or magazine article, and not a few of the so-called new books, are but a more or less ingeniously contrived patch-work of old ideas, though doubtless the writer in many cases believed them to be original; and the reader will end in knowing *ideas* apart from words, and will recognize them in whatever dress they may be presented, just as we know our friends by their features, however they may be attired. For ideas, as seen in print, heard in words, or felt in the mind, are much like the stars—many reflections of a few originals.—C. R. Needham.

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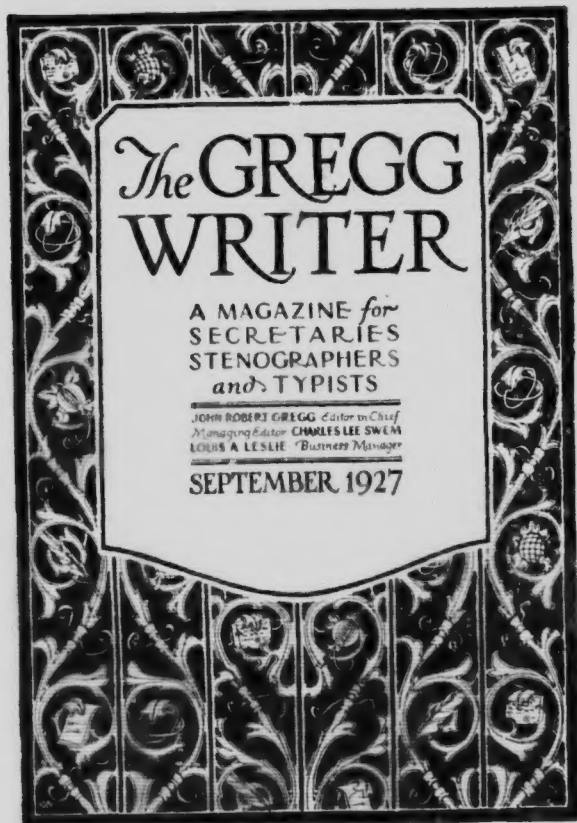
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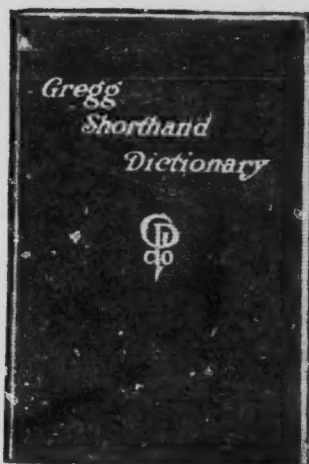
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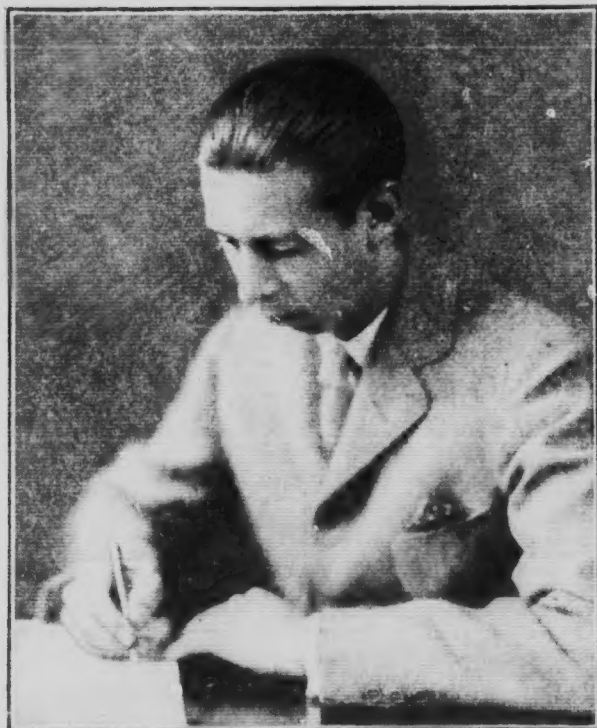
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